

# HEALTH AND WELLBEING POLICY & PROCEDURE

## 1) Policy Statement

Our aim is to help every apprentice realise their full potential and be successfully in completing their programme. The purpose of this policy is to outline the Engineering Trust Training's (ETT) approach to the mental health, wellbeing and engagement of its learners and the arrangements by which any concerns about an individual will be addressed.

## 2) ETT Support

- a) You can raise a concern about yourself or someone else by speaking with your Training Officer or Lecturer.
- b) You can also raise a concern via the below staff;
  - i) Rob Alderman (Head of Delivery and Mental Health First Aider). 07807 348442  
[r.alderman@theengineeringtrust.org](mailto:r.alderman@theengineeringtrust.org)
  - ii) Melvyn Parr (Director of Delivery, Designated Safeguarding Officer). 07807 348696.  
[m.parr@theengineeringtrust.org](mailto:m.parr@theengineeringtrust.org).
  - iii) Mark Vingoe (Chief Executive, Designated Safeguarding Lead). 07939 296280.  
[m.vingoe@theengineeringtrust.org](mailto:m.vingoe@theengineeringtrust.org)
  - iv) Anthony Melia (Head of Quality, Risk and Compliance, Mental Health First Aider and Designated Safeguarding Officer). 07795 506990 [a.melia@theengineeringtrust.org](mailto:a.melia@theengineeringtrust.org)
- c) You can tell us how you are doing at anytime via our Wellbeing Form:  
<https://bit.ly/ETTWellbeing>

## 3) Further Information and Support

### i) EMERGENCY SUPPORT

- If you are experiencing mental health issues or are worried you may cause yourself harm, call the Samaritans on 116 123.
- If you feel like you're in immediate danger, call the emergency services on 999.

### ii) MENTAL HEALTH

- Free, safe and anonymous mental wellbeing support for adults across the UK  
<https://www.qwell.io/>

### iii) PHYSICAL HEALTH

- Information about staying physically fit. <https://www.nhs.uk/live-well/exercise/>

### iv) ONLINE

- Information and advice on how to stay safe when online.  
<https://www.getsafeonline.org/>

### v) GENERAL SUPPORT

- Advice, information, and support about everything from relationships to money, housing to mental health. <https://www.themix.org.uk/>

## 4) Objectives

- a) We will provide a supportive environment that will help learners with mental health difficulties, physical difficulties and/or medical conditions to reach their full potential.
- b) We will promote positive mental health, physical health and wellbeing at regular opportunities throughout an apprentice's programme.
- c) We will deal with each apprentice as an individual and without prejudice.

## 5) Approach

- a) For many apprentices (you), life as an apprentice is a fulfilling, valuable experience and whilst difficulties may arise, usually they can be resolved after talking things through with your employer, friends, relatives, your Training Officer or TESA Lecturers (if applicable). On occasion, some problems may be more persistent or pose a greater risk to your progression and success.
- b) We take a proportionate approach, to address health and wellbeing difficulties as follows:
  - i) **Low:** These are acute or short-term problems which may impact your immediate capacity to work and learn but have a fixed or predicted lifespan. Examples include short term illness, grief, short term injury, periods of low mood. These will not necessarily require escalation or intervention.
  - ii) **Medium:** These are specific problems or issues that have been raised and can be tangibly linked to your health, wellbeing or will have a negative impact on your programme progression or employment. Examples include medium term illness/injury, depression or other diagnosed mental health problems, mid-programme identification of SEND, poor performance with the employer or lack of engagement with ETT or poor quality of work set by ETT including recording of OTJ, low level absenteeism.
  - iii) **High:** Long-term or chronic difficulties. Examples include chronic illness, mid-programme identification of significant SEND, mental health difficulties and/or acute mental health crises, work related performance or disciplinary issues, significant absenteeism, safeguarding concerns or a disclosure.

## 6) Raising Concerns

- a) You can raise a concern about yourself by speaking with your Training Officer or Lecturer.
- b) You can also raise a concern via the below staff;
  - i) Rob Alderman (Head of Delivery and Mental Health First Aider). 07807 348442 [r.alderman@theengineeringtrust.org](mailto:r.alderman@theengineeringtrust.org)
  - ii) Melvyn Parr (Director of Delivery). 07807 348696. [m.parr@theengineeringtrust.org](mailto:m.parr@theengineeringtrust.org).
  - iii) Mark Vingoe (Chief Executive). 07939 296280. [m.vingoe@theengineeringtrust.org](mailto:m.vingoe@theengineeringtrust.org)
  - iv) Anthony Melia (Head of Quality, Risk and Compliance). 07795 506990 [a.melia@theengineeringtrust.org](mailto:a.melia@theengineeringtrust.org)
- c) You can tell us how you are doing at anytime via our Wellbeing Form: <https://bit.ly/ETTWellbeing>
- d) Employers or parents can also raise concerns using the people named above.
- e) If an ETT member for staff has a concern or has information disclosed to them they will fill out a 'Raising Concerns Form'.
- f) This form begins to record, report and/or escalate any aspect of concern to involve others who can help in the support of that apprentice.
- g) The multi-use form is sent directly to the DSL and can be used to record/report/escalate any health, safeguarding, wellbeing, behaviour, engagement, job performance, employment, SEN or academic ability concerns or issues.
- h) The overarching principle is to over record and inform the ETT DSL of anything that is having a negative effect on the apprentice (either in work, in learning or in their personal life), preventing progression, is a concern to the staff member or has been disclosed to the staff member.

- i) The form doesn't take away the need for ETT staff to continue to communicate verbally about apprentices either in 1to1 sessions, team meetings or when speaking ad-hoc with each other.
- j) Entries to the form will be monitored either through to a resolution or continually if it is an aspect that requires intervention for the lifespan of the apprenticeship and beyond.

#### **7) ETT Responsibilities**

- a) Communicate with our apprentices to understand their state of health and wellbeing, opening conversations to ensure these subjects are talked about and not stigmatised.
- b) Providing proactive wellbeing interventions.
- c) Raise awareness of mental health considerations and offer associated guidance and training to both staff and learners.
- d) Encouraging learners with difficulties to seek support.
- e) Meet individual support needs via a range of on-going supportive interventions and services, through the Training Officer Team, Head of Delivery, Director of Delivery and the CEO.
- f) We recognise the confidential and sensitive nature of wellbeing, medical conditions, physical and mental health difficulties, and other circumstances that may impact an apprentice. We will always respect confidentiality and data protection legislation.

#### **8) Apprentice Responsibilities**

- a) You must take responsibility for looking after your own mental and physical health and wellbeing to remain fit and able to complete your apprenticeship.
- b) Wherever possible, your Training Officer will engage in conversations with you to encourage discussion about your mental health, physical exercise, work/life balance and hobbies to maintain your wellbeing whilst completing your apprenticeship.
- c) Further guidance is within the 'Welcome to your Apprenticeship' meeting.

#### **9) Employer Responsibilities**

- a) Each Employer is encouraged to monitor the health and wellbeing of their apprentice.
- b) The ETT Training Officer and/or TESA Lecturer is on hand to assist the Employer in the process and will engage with them regularly to gain the Employer's feedback on how the apprentices is progressing through their training and development as an employee.
- c) Employers must raise any concerns they have via the methods set out in this document.
- d) Proactively engage with its apprentices to open conversations with them about their health and wellbeing.

#### **10) Information and Confidentiality**

- a) Your physical or mental health and wellbeing is regarded as sensitive, personal data which will be treated as confidential and only be disclosed to other members of ETT Staff to support a concern.
- b) Sharing information with your Employer, third party organisations or family will only be done where doing so may assist in enhancing your health, wellbeing, learning, progress, or achievement. In most cases, we will seek your express consent before any information is shared.
- c) In exceptional cases, where consent is withheld, or it is impracticable to try to obtain it, we may share the information without your consent if we feel the concern will have a significant negative impact on your health, wellbeing, learning, progress, or achievement.
- d) Examples of when we may share information without your consent.

- i) When your mental health has deteriorated to the extent of threatening your personal safety or ability to work or learn.
- ii) When the concern falls into a safeguarding issue, and we feel you are at risk of serious harm – also see ETT Safeguarding and Prevent Policy and Procedure.
- iii) When your behaviour is adversely affecting the rights and safety of others.
- iv) Where the issue could be considered a criminal offence.

#### **11) Our Response**

- a) The Head of Delivery and Mental Health First Aider will work with the Director of Delivery and Operations and the individual who raised the concern to decide on the best course of action to support you.
- b) Each concern will be dealt with on an individual basis finding the best course of action for you in relation to the situation.
- c) Each concern will remain 'ongoing' until all involved confirm the concern has been resolved. Note: some concerns may never be resolved if it is of a nature that will continue to affect you during and beyond your apprenticeship.
- d) Examples of what we may do
  - i) Consider what internal and external support is available for you to help alleviate the issue.
  - ii) Work holistically (when appropriate) with you, your employer, relatives, friends, or other organisations to support you.
  - iii) Seek appropriate guidance from other organisations with relevant expertise.
  - iv) Implement a 'Break in Learning'
  - v) Make reasonable adjustments to aspect of your apprenticeship programme.
  - vi) Intervene if we feel you are at significant risk of harm.