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| **Mental Health and Wellbeing Self- Assessment Tool for Training Providers** |

The Greater Manchester Learning Provider Network (GMLPN), in partnership with the Association of Colleges (AoC), and funding from the Greater Manchester Health and Social Care Partnership, have developed a project researching into and improving Mental Health support in the Further Education Sector. As part of this project, GMLPN have developed a Mental Health & Wellbeing Toolkit.

This Self-Assessment have been designed for Training Providers to use in order to assess the extent to which they and employers they work with to place learners have policies and procedures, capacity and capability in place to support, prevent or deal with Mental Health & Wellbeing issues. This tool gives a space for providers to reflect on guided questions and list any actions for progressing on these reflections.

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| **Leadership and Management** |
| Questions to consider  | Reflections | Actions |
| Is there a clear, named lead for Mental Health/Wellbeing issues? |  |  |
| Does your organisation have plans in place to promote wellbeing? |  |  |
| Do your policies reflect your current practice? |  |  |
| Do Wellbeing and Mental Health issues feature prominently in management and governance discussions? |  |  |

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| **Environment for Learners** |
| Questions to consider  | Reflections | Actions |
| Do you have an approach to help learners articulate their views and concerns with respect to Mental Health and Wellbeing? Do they know who to speak to? |  |  |
| Are there clear behaviour management policies, which address and minimise bullying, including online bullying & social media issues? |  |  |
| Does your organisation take opportunities to raise awareness of Mental Health issues e.g. World Mental Health Day? |  |  |
| Do learners know how to find useful resources about Wellbeing and Mental Health e.g. on issues such as addiction? |  |  |

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| **Curriculum** |
| Questions to consider  | Reflections | Actions |
| Do strategies for Wellbeing, promoting resilience and Mental Health feature prominently in key strategic curriculum documents e.g. the curriculum plan? |  |  |
| Are there resources available to support staff in covering Wellbeing including good mental health in teaching /tutoring? |  |  |
| Are there policies and protections in place to safeguard learners whilst accessing learning online? |  |  |

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| **Employers** |
| Questions to consider  | Reflections | Actions |
| To what extent do employers that you work with have policies and procedures in place to support Mental Health issues? |  |  |
| Are there trained individuals within these employers designated with dealing with Mental Health issues? |  |  |
| What support do you extend to employers that you place learners with? |  |  |

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| **Staff Development and Support** |
| Questions to consider  | Reflections | Actions |
| Have all staff been trained to understand the importance of Wellbeing and to recognise the signs of poor Mental Health and know whom to make a referral, as part of safeguarding procedures & training? |  |  |
| What Mental Health training programme are available to your staff? E.g. Mental Health First Aid Training |  |  |
| Do staff feel supported with regards to their own Mental Health and Wellbeing and do they know where to go for support? |  |  |
| Do staff know how to find useful resources about Wellbeing and Mental Health e.g. on issues such as addition? |  |  |

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| **Parents & Carers** |
| Questions to consider  | Reflections | Actions |
| Is there information available and easy to access for parents and carers e.g. who to contact in your organisation, local support services, online materials? |  |  |
| Do your safeguarding procedures include clarity on when parents will be contact about concerns regarding Wellbeing and Mental Health? |  |  |

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| **External Partnerships** |
| Questions to consider  | Reflections | Actions |
| Does your organisation have effective links with the following Mental Health Services: * The local Children and Young People's Mental Health Service (CAMHS) - including a named contact for referrals
* Local voluntary sector Mental Health organisations which support young people
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| Are there any other Mental Health support services that you access to support employers, your own staff and learners? |  |  |

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| **Audit & Evaluation** |
| Questions to consider  | Reflections | Actions |
| Are there clear records kept on occurrences of Mental Health issues for either staff or learners and is this collated on a regular cycle? |  |  |
| Is data collected from 'learner voice' etc. and teaching quality assessments used in evaluation of the impact of Wellbeing and Mental Health Support initiatives? |  |  |