



Cabot  
Learning  
Federation

Human Resources Guidance Document

# Guidance Document M6: Health and wellbeing at work

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**Cabot Learning Federation**  
**Guidance Document M6: Health and wellbeing at work**

**Summary of Guidance Document**

The Federation has a duty of care to all employees and is invested in supporting all colleagues maintain a positive physical and mental health. This guidance document provides colleagues with information regarding the support available to help colleagues manage and maintain their own physical and mental health and wellbeing, whilst also providing signposting to organisations which may be helpful.

<b>Guidance Document M6: Health and wellbeing at work</b>	
<b>Who is this document for?</b>	All staff
<b>What policies within the Employment Manual does this relate to?</b>	Not applicable
<b>What questions does this document answer?</b>	This guidance document answers questions regarding health and wellbeing in the workplace and the support which is available.
<b>Who should I contact if I have any questions in relation to this document?</b>	If you have any questions or concerns regarding your health and wellbeing, you should liaise with your line manager in the first instance or your Mental Health and Wellbeing Lead.

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## **The Federation's health and wellbeing strategy**

### **1. What is the Federation's health and wellbeing strategy?**

Each year, central colleagues will meet to discuss the health and wellbeing strategy for the following academic year. The strategy will be comprised of specific aims for the academic year to help move the health and wellbeing agenda in a positive direction, in line with the Federation's overall strategic plan.

The overall aim of the health and wellbeing strategy each year is further improve the service and experience the Federation provides to staff, students and parents or carers. The strategy focuses on developing the resources and tools which allow staff, students, parents, or carers to manage their health and wellbeing positively and proactively, whilst also ensuring the appropriate means are available to provide help and support during challenging times where a reactive response is required.

Each year, the health and wellbeing strategy will be shared with the Executive team, Principals and the Mental Health and Wellbeing network. In most cases, health and wellbeing will also feature as a key area on each academy or provision's strategic improvement plan.

### **2. What is the Federation's definition of health and wellbeing?**

There are several definitions available for health and wellbeing and it is important to recognise that what health and wellbeing mean will differ from one person to the next, depending on the context and their needs.

Physical and mental health are changeable throughout a person's life. They are inextricably linked and are often dependent on several different factors.

The Federation perceives wellbeing as a positive state which supports a person to adapt and self-manage; as physical and mental health changes throughout a person's lifetime, their wellbeing can often help to support them through these times.

The Federation is invested in promoting a positive wellbeing for all colleagues and students and wants to ensure support is available during times where physical and/or mental health is strained. The health and wellbeing strategy is focused on providing resources to help colleagues and students positively and proactively manage their wellbeing whilst also ensuring staff and students are aware of the support and tools available for when they find themselves struggling.

### **3. How does the Federation measure the health and wellbeing of staff?**

The health and wellbeing of staff is not easily quantifiable nor easily measured in one specific way. Therefore, to establish a realistic picture of the health and wellbeing of staff, the Federation looks at various measures, including, but not limited to:

- sickness absence data;
- staff survey data; and
- data provided by external services e.g., Employee Assistance Programme, Thrive app etc.

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Reviewing and analysing this data can help to establish a picture of health and wellbeing across the Federation and within individual academies or provisions. This can then be used to inform targeted measures to help improve health and wellbeing where needed.

## Mental health and wellbeing network and Mental Health First Aider (MHFA) training

### 1. What is the mental health and wellbeing network?

The mental health and wellbeing network is collaborative network of volunteer Mental Health and Wellbeing Leads. The network is led by an Executive Principal and the HR Projects Manager, with the purpose of sharing wellbeing related knowledge, experience, and skills.

The network meets three times per year and regularly exchanges email communications, promoting useful resources, signposting and best practice for supporting the wellbeing of staff, students, and parents/carers.

### 2. Who is my Mental Health and Wellbeing Lead?

Each academy or provision has at least one Mental Health and Wellbeing Lead. You can find out who your Mental Health and Wellbeing Lead is by visiting [here](#).

### 3. How can my Mental Health and Wellbeing Lead support me?

The purpose of the Mental Health and Wellbeing Leads is to support the mental health and wellbeing of both staff and students across the Federation. Leads should signpost to appropriate and nominated resources as and when required, as well as promoting selected proactive materials throughout the academy or provision.

It is important to note that the role of the Mental Health and Wellbeing Leads is to support positive mental health and wellbeing; it is not to offer regular counselling or tackle employment related/education related concerns. Counselling can be offered to staff through external services such as the Employee Assistance Programme and/or relevant charities, and any concerns regarding your role such as workload should be raised with your line manager and/or Principal.

### 4. What training do the Mental Health and Wellbeing Leads receive?

External speakers are often in attendance during the mental health and wellbeing network meetings to provide training and coaching on managing and supporting specific issues which may be faced by staff and/or students. Previously, these have included menopause, self-harm, and training with external mental health support teams.

Mental Health and Wellbeing Leads are also able to access Youth Mental Health First Aider (MHFA) training. This training is currently delivered virtually by our in-house MHFA instructor, throughout the academic year. Leads are encouraged to undertake the training, especially where they are expected to support the mental health and wellbeing of students. The training is still beneficial and transferable for leads who predominantly support staff.

If you wish to know which Mental Health and Wellbeing Leads are MHFA trained, please liaise with your Operations Manager.

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MHFA training is not only available for Mental Health and Wellbeing Leads; it can be undertaken by any member of staff. Dates for training are regularly shared with Principals and Operations Managers. Alternatively, staff can contact [wellbeing@clf.uk](mailto:wellbeing@clf.uk) to find out the next training dates. There is a small cost to the academy/provision for undertaking the training and cover will need to be arranged, therefore, you will need to discuss this with your Principal before signing up.

**5. I want to become a Mental Health and Wellbeing Lead. How can I do this?**

If you are interested in becoming a Mental Health and Wellbeing Lead for your academy or provision, please discuss this with your line manager and/or Principal. Should your Principal or the relevant member of the Executive team agree for you to become a Mental Health and Wellbeing Lead, they should email [wellbeing@clf.uk](mailto:wellbeing@clf.uk) to inform the relevant members of staff.

Please note, the position is a voluntary position and will require you allocating time to deliver the mental health and wellbeing work and attend the network meetings.

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## **Line management support**

### **1. What line management support is available?**

Line managers are expected to support colleagues with a number of work-related issues and concerns. These include professional development, managing workload concerns, managing work relationships, etc. Where staff have work-related concerns, they are encouraged to raise these with their line manager as soon as practicably possible. This will enable your line manager to discuss and implement means of support as early as possible. Support may be implemented in a number of ways such as:

- regular 1:1 meetings;
- professional development support;
- signposting to external support such as the Employee Assistance Programme;
- Occupational Health referrals, where appropriate; and/or
- temporary or permanent adjustments, where appropriate and deemed reasonable.

Similarly, there may be occasions where you feel your work is being impacted by personal health and wellbeing issues or concerns. These could be physical symptoms affecting your ability to perform particular duties, or it could be a personal matter impacting your mental health and causing anxiety. Whilst we appreciate that staff may not wish to discuss private and personal matters at work, we strongly encourage staff to alert their line manager of situations which may be impacting their work, as the support detailed above may also be implemented in such cases.

Please note, your line manager may need to seek advice from other colleagues before implementing support.

### **2. What health and wellbeing tools can I use with my line manager?**

A resource you can use to maintain positive health and wellbeing in work is a wellness action plan. Wellness action plans are a personalised, practical tool to help identify what keeps you well at work, what may be contributing to you feeling unwell, and how to address a mental health problem at work should you be experiencing one.

You can access the Federation's wellness action plan template [here](#). This plan enables you to proactively engage in an open dialogue with your line manager, in order for them to better understand your needs and experiences and ultimately better support your mental health in a work setting.

Another resource you can use is the professional development paperwork. You should meet formally with your line manager numerous times throughout the year to discuss professional development and any support required to help you perform better in your role. During these conversations, your line manager will do a wellbeing check in and discuss whether any wellbeing related professional development is required.

You can access the Federation's professional development paperwork [here](#).



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Finally, if you are experiencing increased pressure, stress and/or feelings of burnout in your role, you may wish to undertake a stress risk assessment with your line manager. This will help identify the causes of stress in the workplace and provide opportunity to discuss practical improvements that can be made either by you or your line manager to keep stress at a reasonable level for your role.

Your line manager should request the stress risk assessment documentation from their [Employee Relations support](#).

**3. What if I don't feel comfortable speaking to my line manager about my health and wellbeing?**

Whilst we encourage staff to raise any concerns or issues with their line manager in the first instance, we appreciate that some staff may not always feel able to do this. In this event, we encourage staff to raise concerns with another appropriate member of staff. Who this is may vary dependent on the reason(s) for the concern, but could include:

- your Principal;
- a member of the senior leadership team;
- a member of the Executive team;
- your Mental Health and Wellbeing Lead;
- your union representative; and/or
- a member of the [HR Employee Relations team](#).

**4. My line manager has asked me about my wellbeing, are they allowed to do this?**

The Federation has a duty of care to all staff and therefore, there may be occasions where your line manager asks you about your wellbeing. This might be part of a general wellbeing check in during a 1:1, in response to some concerns either noticed by themselves and/or other colleagues, during professional development conversations, during a period of sickness absence and/or during a return-to-work meeting.

The intentions of your line manager will be in a supportive capacity and therefore, you should not feel aggrieved that you have been asked about your health and wellbeing in these situations. You are not obliged to inform your line manager of any specific details regarding your health and wellbeing when asked, should you not wish to, nor are you obliged to only raise health and wellbeing related concerns when asked. These can be raised at any time.

**5. My line manager has invited me to an informal meeting to discuss my sickness absence. What does this mean?**

The Federation's sickness absence threshold is 3 separate periods of sickness absence (of less than 28 days per absence) totalling 8 working days or greater within a 12-month period (pro-rata), or a pattern of absence that affects service delivery.

In line with the Federation's ['Management of sickness absence policy'](#), where your absence equates to or exceeds this threshold, your line manager may invite you to an informal meeting to:

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- ensure the absence data is accurate;
- discuss the reasons for the absences;
- consider whether there are any work-related or personal issues contributing to your level of absence;
- consider what support might be implemented to help you manage your attendance at work e.g., Occupational Health referrals, temporary adjustments etc; and
- set an appropriate sickness absence target for a 12-working week review period.

This conversation is designed to be supportive and help address any health and wellbeing related concerns as early as possible. As the conversation is informal, there is no need for HR or union representatives to be in attendance.

## Employee Assistance Programme

### 1. What is the Employee Assistance Programme (EAP)?

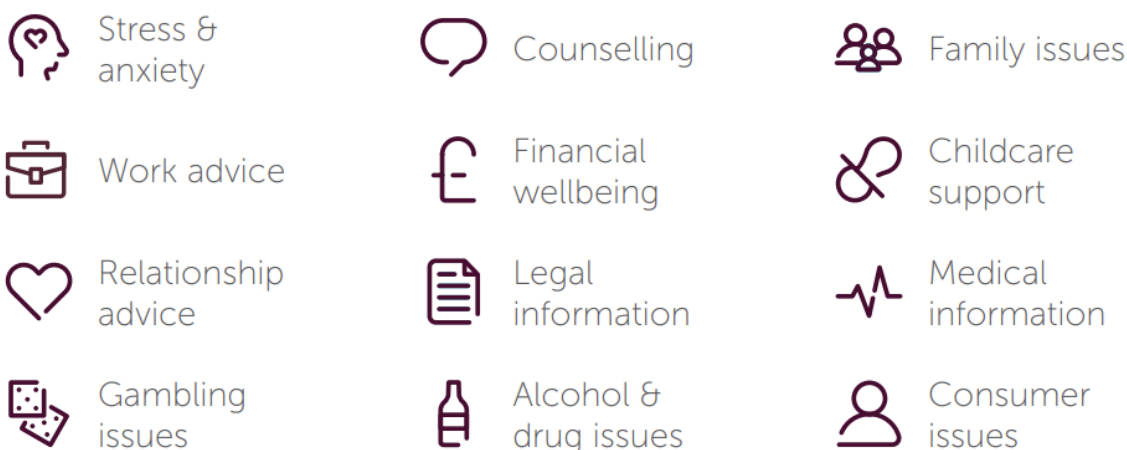
An Employee Assistance Programme (EAP) is a service provided by an external company designed to not only support employees to proactively maintain good wellbeing but assist employees in resolving personal and/or professional issues. These can range from financial and legal issues to health-related problems, personal relationships and work relationships.

The Federation's current EAP is Health Assured.

### 2. What services are provided by Health Assured?

Health Assured offer a confidential 24/7 helpline for all employees. Via this helpline, you can access 'in the moment' support from qualified counsellors as well as professional advice regarding financial, legal and domestic matters.

Below are some examples of personal or professional issues which Health Assured may be able to support with:



If you are unsure whether Health Assured can provide advice for a particular issue, you can call their helpline for a service enquiry. The adviser will be able to confirm whether they are able to provide advice or not. If they are able to provide the advice or support you need, they can either put you through to the relevant adviser then and there, or you can call back another time.

In addition to the helpline, Health Assured also have an online portal and mobile app from which you can access an extensive library of proactive resources and tools including videos, guides, webinars and trackers on a range of health and wellbeing topics. Further details about how to access the online portal and/or mobile app is detailed below.

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### 3. Is the EAP confidential?

Health Assured provide a confidential service to all Federation employees. When contacting the service, you will be asked to confirm your employer and your specific academy however these details are only used by Health Assured for reporting purposes, or in the event that further counselling sessions are required and the Principal needs to approve any additional costs.

You may be required to give your name during the call so that Health Assured are able to arrange services such as arranging a call back, arranging counselling etc. Your name will not be shared with the Federation.

### 4. How do I contact Health Assured?

To contact the 24/7 confidential helpline, you can call 0800 030 5182. You will not incur any costs for this call provided you are calling from a UK number.

Alternatively, you can access the Health Assured helpline through their app if you have it downloaded. You can click on the Cabot Learning Federation button in the centre of the taskbar and then click on 'Health Assured – Telephone Employee Assistance Programme.'

### 5. How do I access the online portal and what information is available on there?

You can access the online portal by clicking this link <https://healthassuredeap.co.uk/wp-content/plugins/healthassured/sl.php?lg=cabot&lp=learning&lid=6415>

Alternatively click her <https://healthassuredeap.co.uk/> and enter:

- Username: cabot
- Password: learning

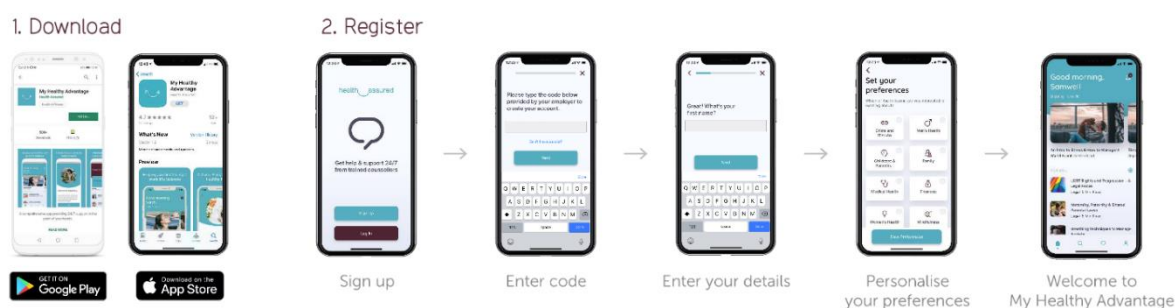
Once you have logged in, you will be able to access a variety of resources available under each heading or search for resources on specific topics e.g., money, renting, sleep etc.



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### 6. How do I access the mobile app and what information is available on there?

You can access the mobile app via the Apple app store or Google play store by searching 'My Healthy Advantage.' You can create an account using your personal or work email address and when prompted, you should input the employer code: **MHA096592**.



Once you have logged in, the app and portal are available 24/7/365, and key support features include:

- support videos and webinars on demand;
- mini health and wellbeing checks;
- home life support and advice;
- work-life assistance;
- physical, life, and emotional health support;
- online Cognitive Behavioural Therapy;
- four-week wellbeing challenges;
- medical information and guidance;
- weekly mood tracker;
- breathing techniques.

Live Chat is also available; a chat function to provide an alternative way of accessing emotional support

### 7. What forms of counselling are available and what does counselling via Health Assured involve?

There are various forms of counselling available including:

- face-to-face counselling;
- telephone counselling;
- online counselling;
- online cognitive behavioural therapy (cCBT);
- couple's counselling;

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- mindfulness;
- CBT (Cognitive Behavioural Therapy);
- EMDR (Eye Movement Desensitisation and Reprocessing).

Counselling can be accessed via one call to Health Assured. When you contact Health Assured, your reason for contacting the service will be initially triaged by an adviser and then passed to an appropriate counsellor or professional who can support with your concern. Where this call involves a counselling type call, the Health Assured counsellor will provide necessary, solution-focused advice or support.

Where more structured, longer-term counselling is required, you can access up to six counselling sessions per issue per year. Counselling can be accessed in a variety of ways such as:

- via face to face;
- via telephone;
- via live chat; or
- via email.

Where structured counselling sessions are organised, you may be asked to undertake relevant questionnaires to assess the level of anxiety (GAD-7) or depression (PHQ-9) you are currently experiencing. These questionnaires are well-used questionnaires by medical professionals. If asked to complete these questionnaires, you will be asked at the beginning of your counselling and at the end of your counselling. This will be to assess the success of the counselling sessions.

If at the end of your counselling sessions your counsellor feels you need further sessions and support, they will contact the Federation for approval for extending the programme. In this event, the central HR team will contact the relevant Principal for approval from a budgetary aspect.

**8. Can anyone I know use the service or do they have to be a Federation employee?**

The service provided by Health Assured can be accessed by your partner/spouse or your child providing they are between the ages of 16-24 years' old and still live at home with you. They will be able to access the service by contacting the same helpline number and confirming that you work for the Cabot Learning Federation and relevant academy, and their relation to you.

**9. I don't feel able to ring Health Assured myself, can my line manager or another colleague make a referral?**

Yes, if you feel unable to ring the Health Assured helpline yourself, you can ask your line manager or another colleague to submit a referral for you. To do this, your colleague will need to visit the following website:

[https://pages.healthassured.org/EAP\\_Management\\_Referral\\_Consent\\_Required.html](https://pages.healthassured.org/EAP_Management_Referral_Consent_Required.html).

You will need to give consent to your colleague to enable them to submit the referral.

Once the referral has been submitted, Health Assured will contact you directly at a convenient time.

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More information on submitting a referral to Health Assured can be found [here](#).

**10. I found Health Assured really helpful and I want to share this information with my colleagues in case they wish to use the service. What is the best way to do this?**

The Federation is keen to promote the service offered by Health Assured, and one of the best ways to do this is via positive first-hand experiences for our staff. If you have had a positive experience with Health Assured and are willing to share this with your colleagues, you can do this via:

- Speaking to colleagues during staff briefings/meetings.
- Speaking to colleagues throughout the working day e.g., during break or lunch time.
- Emailing the central wellbeing inbox to provide feedback ([wellbeing@clf.uk](mailto:wellbeing@clf.uk)).
- Writing a blog post for the wellbeing blog detailing your experience.
- Submitting information for a Heartbeat newsletter.

**11. I am not happy with the service I was provided by Health Assured; can I make a complaint?**

There may be an occasion where you contact Health Assured and are not happy with the service you receive. In this event, we would strongly advise staff to let the central wellbeing team know so that we can provide this feedback to Health Assured and improve the service for you and your colleagues.

If you wish to provide some feedback on the service you have received, please email the wellbeing inbox ([wellbeing@clf.uk](mailto:wellbeing@clf.uk)) detailing your experience and why you did not find the service helpful. Should you wish to make a formal complaint to Health Assured and have them investigate the experience you received, please confirm your consent within the email you send. Health Assured will not be able to investigate your complaint without your consent being provided.

As Health Assured is a service the Federation is paying for, we want to ensure staff are receiving the best experience possible. Should the Federation receive regular feedback that the service provided by Health Assured is not satisfactory, the Federation will investigate whether they are in breach of their contract and whether the service can be provided by alternative companies.

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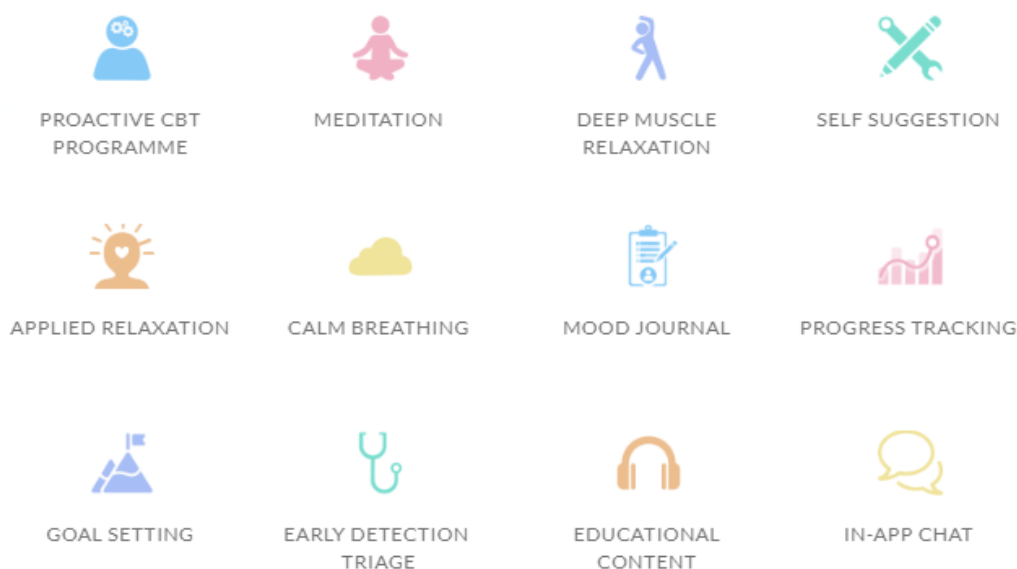
## Thrive

### 1. What is Thrive?

Thrive is a 24/7 mental wellbeing support service which provides digital therapy and mental health support. The service consists of a mobile app as well as access to wellbeing materials and webinars via Eventbrite and/or the Thrive YouTube channel.

### 2. What services are available through the Thrive app?

The Thrive app provides staff with a range of evidence-based tools to manage your mental wellbeing. Thrive is designed as a day-to-day wellbeing app whilst also having the capability to support and intervene if it detects risks of certain conditions.



Within the app, staff can access wellbeing tools such as breathing experiences, help with sleeping, meditation as well as:

- **In-app chat:** Thrive have an in-house team of qualified therapists who deliver high-quality support via the app's confidential chat service. Thrive therapists are all graduate psychologists who provide a 24/5 in-app text-based service to guide individuals through their own self-management programme. Thrive also provide the most relevant support at critical times - be it calling the emergency services or referring to a local mental health team. The service is available from Monday to Friday, 8am to 8pm, and there are no limits on usage.
- **Cognitive Behavioural Therapy (CBT):** Thrive uses the latest computerised Cognitive Behavioural Therapy (CBT) methods to help people to manage specific stressors and retrain unhelpful thoughts. It is the most effective training for the prevention of common conditions.



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- **Screening for anxiety and/or depression:** Thrive use NHS approved tools to screen for anxiety (GAD-7) and/or depression (PHQ-9) and then signpost to external support services.

Staff are also able to access the Federation’s EAP through the app by clicking on the Cabot Learning Federation button in the centre of the taskbar and then click on ‘Health Assured – Telephone Employee Assistance Programme.’

### 3. Is Thrive confidential?

Thrive provide a confidential service to all Federation employees. When setting up an account on the Thrive app, staff will be asked to input an access code. This access code is the only information used to identify you as a Federation employee.

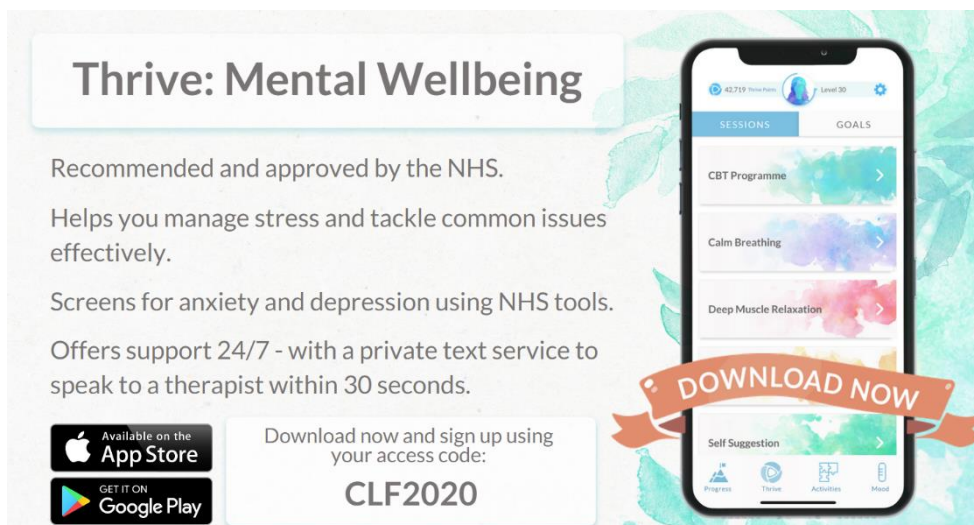
Any details regarding staff health and/or how staff are using the app is shared with the Federation as a high-level summary for reporting purposes. Examples of the data shared with the Federation include how many users have downloaded the app, how many users are frequently using the app, what are the common stressors amongst staff, screening for mental health conditions, number of users recovering etc. This data is shown in numbers and figures only.

At no point will the Federation be able to see the personal information and/or email address of staff using the Thrive app and/or Thrive services.

### 4. How can I access the services provided by Thrive?

You can access the mobile app via the Apple app store or Google play store by searching ‘Thrive: Mental Wellbeing.’ You can create an account using your personal or work email address and when prompted, you should input the employer code: **CLF2020**.

You can see the Thrive user journey below:



**Thrive: Mental Wellbeing**

Recommended and approved by the NHS.

Helps you manage stress and tackle common issues effectively.

Screens for anxiety and depression using NHS tools.

Offers support 24/7 - with a private text service to speak to a therapist within 30 seconds.

Available on the **App Store**

GET IT ON **Google Play**

Download now and sign up using your access code:  
**CLF2020**

**DOWNLOAD NOW**

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As detailed above, Thrive also offer a monthly live webinar series which is available to all Federation employees. To sign up for a Thrive webinar, visit their [Eventbrite website](#) and register for whichever webinar you wish to attend.

If you are interested in a specific webinar but you are unable to attend due to work or personal commitments, you can watch the webinar once it has been uploaded to the [Thrive YouTube channel](#). There are several videos available on the channel for a variety of physical and mental health issues which you can access any time.

**5. Can anyone I know use the service or do they have to be a Federation employee?**

Unfortunately, the mobile app should only be used by Federation employees. However, the webinars and content on the Thrive YouTube channel can be accessed by anyone at any time.

**6. I found the Thrive app really helpful and I want to share this information with my colleagues in case they wish to download it themselves. What is the best way to do this?**

The Federation is keen to promote the service offered by Thrive, and one of the best ways to do this is via positive first-hand experiences for our staff. If you have had a positive experience with the Thrive app and are willing to share this with your colleagues, you can do this via:

- Speaking to colleagues during staff briefings/meetings.
- Speaking to colleagues throughout the working day e.g., during break or lunch time.
- Emailing the central wellbeing inbox to provide feedback ([wellbeing@clf.uk](mailto:wellbeing@clf.uk)).
- Writing a blog post for the [wellbeing blog](#) detailing your experience.
- Submitting information for a Heartbeat newsletter.

## Occupational health

### 1. My line manager proposed an occupational health referral. What is an occupational health referral?

Occupational health is an external medical service used by the Federation to help:

- when an employee is struggling with their physical or mental health;
- make the right reasonable adjustments for disabled people at work;
- when an employee has been off sick for a long time or is returning to work after sickness absence;
- reduce the amount of time people need to take off sick;
- keep to other health and safety regulations; and/or
- control risks to mental health, such as too much pressure at work, bullying and harassment.

Occupational health referrals can be made for staff when they are attending work or currently absent from work and can be used to gain medical advice on a wide range of queries such as:

- current fitness for work;
- future fitness for work;
- likely timescales of an absence;
- whether disability provisions apply in accordance with the Equality Act 2010;
- recommended adjustments, either temporary or permanent;
- recommended phased returns; and/or
- other means of support which can be implemented.

### 2. Do I have to consent to an occupational health referral?

Yes, staff will need to consent to an occupational health referral before the details can be submitted. This is a personal choice; however, staff should be mindful that where consent is not given, line managers may need to make decisions regarding support and adjustments in the workplace without such medical advice. This could result in no adjustments being made and therefore, staff may not receive the correct support they need.

### 3. What information is provided to occupational health?

When a member of staff consents to a referral, information is submitted by the HR Employee Relations team to the Federation's occupational health provider. This information consists of your name, date of birth, academy, contact information, job title and job description, your contractual hours and working pattern, and a summary of the reasons for the referral. This information is to provide the Occupational Health Adviser with context prior to the appointment with the intention of allowing them to spend more time exploring ways in which support might be beneficial.

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Should you wish to see a copy of the referral submitted, please liaise with your HR Employee Relations support.

**4. What happens once an occupational health referral is submitted?**

After the referral is submitted, the occupational health provider will contact you to arrange an appointment. Contact is usually made to the mobile number we have stored on the HR system; therefore, it is important to keep your personal information up to date. If you are unsure how to access the HR system or are having trouble logging in/updating your information, please contact [hr@clf.uk](mailto:hr@clf.uk).

An Occupational Health Adviser will ring you on the agreed date and time of your appointment. Following the appointment, they will produce an advice report. You can choose to have sight of the advice report for 2 working days before it is sent to HR, or you can choose to share with HR at the same time as yourself.

Once HR receives the advice report, they will share this with your line manager and/or appropriate colleague and advise on next steps. These may include an informal meeting to discuss the content of the report and implement agreed adjustments and support, or it may include a formal meeting as part of a formal sickness process.

**5. Does my academy/provision have to implement the support and/or adjustments as recommended by occupational health?**

Line managers and leaders are encouraged to consider the advice of occupational health carefully however, they are not obliged to implement support and/or adjustments where these are considered unreasonable or detrimental to operational delivery. For example, an adjustment for a teacher to work from home will unlikely be agreed as this will have a detrimental impact on the education provided to students.

Where recommended support and/or adjustments cannot be implemented or alternative options need to be considered, this will be discussed with you during an informal or formal meeting, as appropriate.

**6. I am worried my employment will be terminated if I go to occupational health, could this happen?**

In most cases, the purpose of an occupational health referral is to obtain medical advice about how the Federation can support you in returning to work and/or remaining in work.

In the event that there is no foreseeable return to work available for you based on your medical condition or personal circumstances, the Federation may seek medical advice to understand whether you will be fit to undertake your role in the future, whether you will be fit to undertake an alternative role in the future, and/or whether ill health retirement would be available. This advice is sought when all reasonable avenues of support have been explored and/or implemented, and no further options are available.

The purpose and intention of the occupational health referral will always be explained to you when requesting consent and prior to submitting any documentation.

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## **Other health and wellbeing resources/benefits available**

### **1. What other health and wellbeing resources/materials are available?**

In addition to the Employee Assistance Programme, Thrive app and occupational health support, you can also access the following health and wellbeing resources:

- [CLF wellbeing blog](#).
- [CLiF HR wellbeing area](#).
- [Menopause guidance](#).

Your Mental Health and Wellbeing Lead may have resources and materials available on site or online via shared folders. Please liaise with your lead to understand how to access these resources.

If you need resources or materials on a specific topic and cannot find anything suitable, please liaise with your Mental Health and Wellbeing Lead as they may be able to signpost you in the right direction.

### **2. What employment benefits are offered by the Federation which may positively impact my health and wellbeing?**

You can access the employment benefits offered by the Federation here.