



let's end mental health discrimination

The Time to Change Organisational Pledge . . . the next steps

It's great you would like to sign the Time to Change Pledge and we can't wait for you to join the movement to bring about social change.

About the Time to Change Pledge

To drive long term change, we are working with organisations to deliver campaign activity to their networks and communities. We are inviting organisations to take the Time to Change Pledge to begin this journey. By pledging, you will be aligning your organisation with a major national movement for change. As an organisation, pledging to support Time to Change is a display of your drive to be active in tackling mental health stigma and discrimination in your workplace. Importantly, it shows that this commitment has support from the top - helping to inspire the culture of your organisation.

In order to begin processing your Pledge request please complete this document and return it to us. We ask that you submit your plan a minimum of six weeks before the date of your pledge signing to allow us time to feedback on your plan and create your personalised pledge board.

If your action plan is still draft at this stage it's not a problem. You can add to and develop your plan at any stage.

Stage 1: Is this right for you?

Stage 2: Get senior support

Stage 3: Complete your Pledge action plan (this document) and website summary about what the Pledge means to your organisation

Stage 4: Tell us about the Pledge signing event (this document)

Stage 5: Send the document to us with your **logo in EPS format** and we will confirm receipt

Stage 6: After your Pledge - put your action plan in motion!



Your Pledge action plan

The Pledge you are taking is not a measure of attainment or success; the Pledge is purely an aspiration. It is a statement of your organisation's intent to work towards improvement and therefore we want to know what you are aiming to do to, to support these aspirations. Completing a Pledge action plan will also help you transform your aspirations into tangible activity, helping to make them a reality.

And don't worry – we aren't asking for loads of action; obviously the more you do the better but we appreciate that sometimes these things start small and build momentum. So whether you're planning an internal campaign or rolling out a few staff awareness events using Time to Change materials then that is fine; all we want to see is that the Pledge is alive and meaningful within your organisation.

Why do we want an action plan?

While neither a quality mark nor endorsement, for a Pledge to have real value, it should lead to some practical action. Your action plan document will not be shared with anyone outside of Time to Change but we need to see that you are serious about being active in the campaign to ensure the Time to Change Organisational Pledge maintains its value.

Ideas for your action plan

To develop your commitment to the campaign you could consider activity such as the following:

- Run an internal campaign using your communications platforms and Time to Change artwork and other collateral
- Run a Time to Change healthcheck on your organisation <http://time-to-change.org.uk/healthcheck>
- Run Time to Change roadshow event with our event pack to raise awareness with staff
- Create a support network for staff with lived experience of mental health problems
- Create a line manager mentoring scheme to ensure managers feel confident to offer support and profile examples of good practice
- Provide Mental health awareness or Mental Health First Aid training for all staff
- Sign the Mindful Employer charter www.mindfulemployer.net





PLEASE ENTER YOUR CONTACT DETAILS HERE:
 Project sponsor / lead staff member: Leyla Okhai
 Tel: [0207 594 2887](tel:02075942887)
 Email: l.okhai@imperial.ac.uk
 Organisation website: www.imperial.ac.uk

Pledge action plan template

Activity description	Internal lead (all contact details attached separately)	Timescale	Time to change resources. To order resources please contact the campaigns team: campaigns@time-to-change.org.uk	Performance indicator (optional)
Stress Workshop for Staff and Resilience Course <ul style="list-style-type: none"> Tackling Stress in Your Team for line managers Keeping Cool Under Pressure – for all staff who feel the impacts of stress Building Personal Resilience – for all staff who want to maintain and improve their personal resilience 	Lindsay Comalie and Claire O'Brien	Workshops throughout the year		Quantative and qualatative feedback following the workshop sessions. This will be used to inform and update future courses. The number of staff attending courses and the areas within the College will also be monitored and trends noted for targeted marketing. Better results on the staff survey. Could result in more people accessing personal development courses and better management practices.



Mental Health First Aid Courses	Leyla Okhai and Chris Allan	Six training sessions delivered throughout the year	Leaflets, pens and badges for participants	Increased number of mental health first aiders year upon year. A SharePoint site for MHFAiders to share information. Termly meet-ups to check-in and network. The resources for mental health for staff can be found here: http://www3.imperial.ac.uk/equality/disabilities/disabilitysupport/mentalhealthsupport
Stress Awareness Tool Error! Not a valid bookmark self-reference.	Error! Not a valid bookmark self-reference.	Tool that is available for managers and staff to use online.		The number of people accessing the tool to be reviewed on an annual basis
Student Counselling outreach sessions	Rosie Summerhayes	Ongoing in term time		Staff members who support students will have an increased understanding of mental health support
StressLess Events	Marissa Lewis and the Student Union	Events held twice a year to raise awareness about stress and support students	Leaflets, pens and badges for participants	Increased number of students accessing events.
Wellbeing Network	Claire O'Brien	Wellbeing network to be held three times a year, bringing together staff who have a wellbeing remit to share good practice and support existing initiatives		Joined-up approach across the College and College-wide web presence on the wellbeing aims and activities for the College.
Mental Health Study Mentor	Nadia Drews supported by Mary Bown	Students with a mental health condition can apply for to be supported with study skills by our study mentor specialising in mental health		The service has received excellent feedback. Monitoring feedback and number of students accessing the service



Able@ Imperial Disabled Staff Forum	Able Committee	Six meetings held a year, each with a different theme to raise awareness of different areas of disability. During Disability History Month a dedicated mental health event is and will be run.	Where appropriate Leaflets, pens and badges for participants	Increased number of members, peer support system being set-up and increased number of disability declarations.
Celebrating World Mental Health Day	Leyla Okhai and Able@Imperial	10 October each year	Leaflets, badges, pens and information	Increased number of people attending and the event being covered on Imperial's website and staff magazine <i>Reporter</i> .
Mindfulness and Meditations Sessions	Chris Allan (OH), Chaplaincy and Student Counselling	Mindfulness sessions are run for staff and students in the Chaplaincy every Tuesday lunchtimes and <i>Creative Meditation</i> sessions on Thursday lunchtimes. Student Counselling Service will be running a series of workshop for students pre-exam time		Number of participants at the Chaplaincy's sessions has been on the increase since September 2013. Participant feedback will be key in developing the session for future years.
Employee Assistance Programme CiC	CiC	All College staff and members of their family living with them can get free, confidential professional, help from Confidential Care, the College's new Employee Assistance Provider, 24 hours per day, by telephone or via the web.		Annual survey provided from CiC with numbers of staff who have accessed the service. Every year we run a number of events to raise the profile of the service. Every new starter receives information in their induction pack and CiC run workshops at the College to raise awareness.



Pledge event planning form

Please note: in order to create a tailored pledge board for you in good time we require receipt of all information required, including your organisations logo, a minimum of **4 weeks in advance of your desired Pledge date.**

What is the event/occasion when the Pledge will be signed? (Please include event or meeting title)	Mental Health Awareness Week 2014
Name and job title of person to sign the Pledge (as you would like it to appear on your Pledge board)	Error! Not a valid bookmark self-reference. Professor Debra Humphris, Vice Provost (Education)
Date of the Pledge signing	15-05-14
Event start and finish time	13.00-14.00
Number of attendees at event and composition (e.g. all staff, line managers only, service commissioners, student, external communities)	40 people a mix of senior management team, middle management from relevant services, mental health first aiders, committee members from the Disability Unit
Pledge Board to be sent FAO (name and dept.)	Leyla Okhai, Head of Equality and Diversity Unit



<p>Address for Pledge board to be sent</p>	<p>Equality and Diversity Unit Imperial College London Rm 301, Level 3, Sherfield Bldg South Kensington Campus London SW7 2AZ</p>
<p>Time to Change (TTC) representation</p> <p>Would you like us to see whether a TTC representative might be available to attend your event, deliver a brief presentation about the campaign and co-sign your Pledge? Please note: due to capacity it will not always be possible to supply a speaker for your pledge event.</p>	<p>Angela Etherington (via Libby Peppiatt has confirmed her attendance)</p>
<p>If a TTC representative is available to attend your event would you be able to cover their travel costs?</p>	<p>Yes</p>
<p>Do you have plans to engage the media? If yes, please provide more details and email h.richardson@time-to-change.org.uk to request key campaign descriptors and a template press release. Please note: if you are communicating externally, it's really important that we see the copy before it goes out.</p>	<p>Will have to ask our Communications team, we should have a piece in the staff magazine <i>Reporter</i>.</p>
<p>Please include the contact details of your media/communications officer.</p>	<p>Deborah Evanson, Press and Communications Officer E: d.evanson@imperial.ac.uk and T: 020 7594 3921</p>



Any other details you wish to tell us?

Tell the world! Your Pledge communications

Website summary

Once you have signed the Pledge we will add your logo to our list of [organisational case studies](#) within **5 working days** of your event. Please supply us with a summary of your pledge and any activity you are planning on doing to accompany your logo. **Please note:** we may edit the text before it is published on the website.

Imperial College and Imperial College Union are supporting an end to stigma and discrimination linked to mental ill-health. We are supporting the Time to Change initiative through the submission of a joint Pledge and Action Plan during Mental Health Awareness Week 2014. Our pledge includes a collaborative programme of initiatives, events and programmes to raise awareness, debunk myths and enhance the mental wellbeing of both our students and staff. We are committed to promoting greater understanding of mental health issues and wellbeing within the College. Time to Change enhances all of our existing work and we make this pledge with pride.

Optional - depending upon capacity we will endeavour to promote what you are doing via our TTC Communications channels. If you would like us to do this please provide us with a short (50-75 words) **summary** of your anti-stigma activity. **Please note:** we may edit the text before it is published on the website.

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If you are communicating externally, it's really important that we see the copy before it goes out. We can also provide key



descriptions of the campaign and details of other organisations who have pledged.
Please email h.richardson@time-to-change.org.uk

We hope you will be proud of your Pledge and tell your staff and networks about it!

Please send this completed form to:

pledge@time-to-change.org.uk

Checklist:

- ✓ You have completed the action plan
- ✓ Written a website summary of your activity
- ✓ Attached a high resolution logo
- ✓ Completed the Pledge planning form

