A Wellbeing Support Plan helps us understand what we need to do to stay well at work and details what our line managers can do to support us.

Complete the Wellbeing Support Plan template to create a set of realistic actions to support your wellbeing.

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| --- | --- |
| **Your name:**  | **First meeting or review:**  |
| **Service/Directorate:**  | **Date completed:**  |
| **Managers name:**  | **Review date:**  |

|  |  |
| --- | --- |
| **Engage** | **What is the reason for the support plan?** |
|  | **Details or examples** |
|  | **What do you know about the wellbeing services that you can access through the school?** |
| **Support** | **What could you do to support yourself to stay healthy at work?**  |
|  | **What can your manager do to support you to stay healthy at work?** |
| **Action** | **What actions are you going to take?**  |
|  | **What action can your manager take to assist you at work?**  |

|  |  |
| --- | --- |
| **Summary of actions proposed** | **Actions agreed** |
| **Reason for not taking any actions** | **Agreed review date for each action and details of subsequent progress** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee signature** |  | **Date** |  |
| **Manager signature** |  | **Date** |  |
| **Copy to Personal File**All information will be treated in confidence in accordance with the Data Protection Act 2018. Information will only be used to provide employee support. This form may be shared with other management and advisory services such as your school’s Occupational Health or Health and Safety provider where appropriate. |  | **Date** |  |