

# Wellbeing conversations

## The ELFT personal wellbeing plan

### About the personal wellbeing plan

Wellbeing conversations aim to support you in managing your wellbeing at work and at home. The ELFT personal wellbeing plan, although yours to own, is a tool to help you and your manager structure the conversation on elements that are key to your wellbeing.

The plan helps identify things that you can do or change to help you feel well and will help your manager know how you require support or to signpost you to support services aligned to your individual needs.

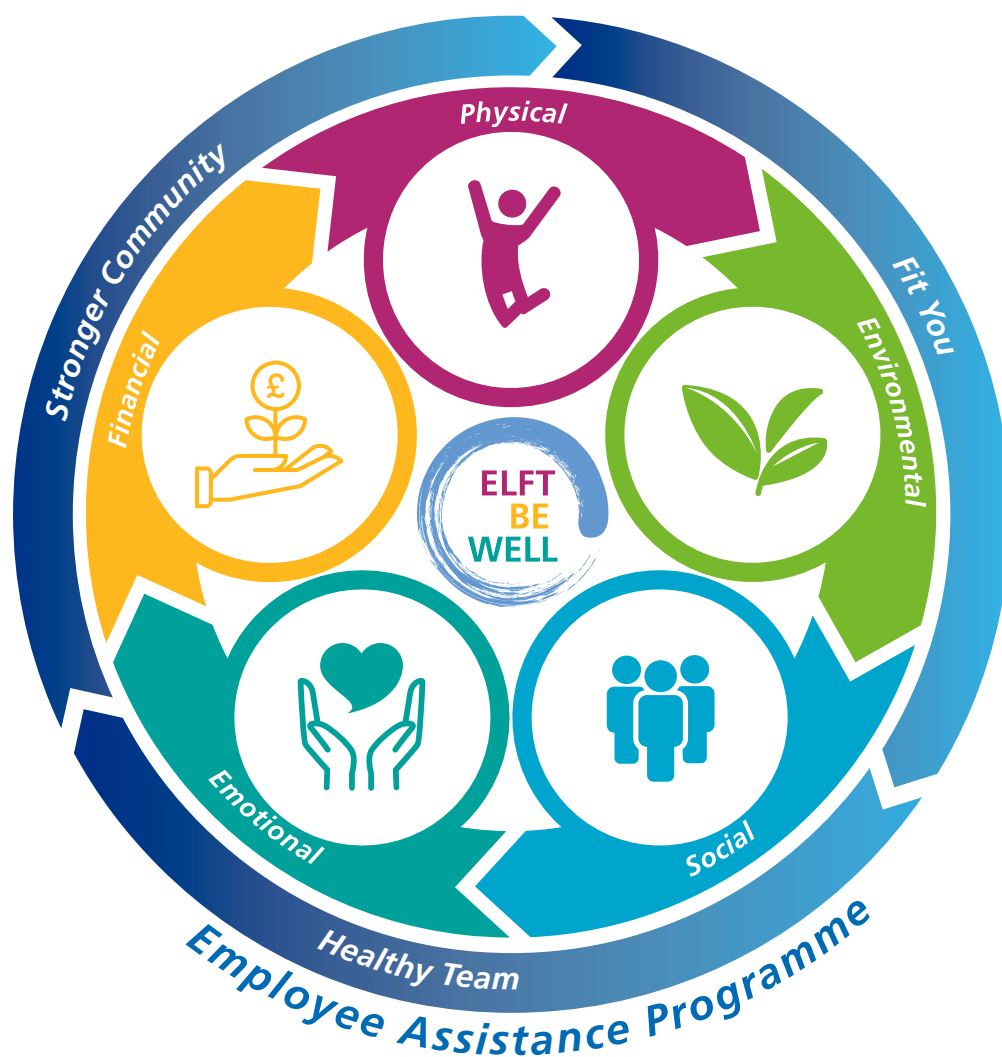
We are recommending that your wellbeing is discussed more regularly as part of existing catch ups scheduled with your manager, for example, in 121's, supervisions, and/or performance appraisals.

### Your wellbeing

With the pandemic changing life as we know it, there may be various elements that are affecting your wellbeing. The ELFT BE WELL wheel highlights areas of personal wellbeing that have been used to create the ELFT personal wellbeing plan.

Looking after all areas of your wellbeing (physical, emotional, financial, social & environmental) is really important and included in Appendix A, ELFT offers a number of wellbeing resources to support you in doing so.

### The ELFT BE WELL wheel



For more information on the ELFT BE WELL wheel visit  
[https://www.elft.nhs.uk/uploads/files/1/Communications/Internal%20Comms/ELFT\\_Employee\\_Wellbeing\\_2020\\_interactive.pdf](https://www.elft.nhs.uk/uploads/files/1/Communications/Internal%20Comms/ELFT_Employee_Wellbeing_2020_interactive.pdf)

## Your wellbeing discussion

(to be completed with your manager)

What does a good day look like to you?

Are any of the 5 areas of the ELFT BE WELL wheel, or any other area of wellbeing, affecting your wellbeing at the moment?

What are your early warning signs of the above?

What coping strategies do you think would be beneficial to support your wellbeing?

What support do you perhaps require to action these coping strategies? (Examples listed below)

Examples:

| Area of wellbeing | Wellbeing concern                         | ELFT support resource  |
|-------------------|---|--|
| Physical          | Back or joint pain                        | <ul style="list-style-type: none"><li>■ Self-referral to occupational health physiotherapy</li><li>■ Virtual yoga and Pilates classes</li></ul>  |
| Emotional         | Feelings of sadness or worry              | <ul style="list-style-type: none"><li>■ Mindfulness sessions</li><li>■ Occupational health guidance</li><li>■ Mental health first aiders</li><li>■ Resilience training</li><li>■ IAPT self-referral system</li></ul> |
| Financial         | Pension advice                            | <ul style="list-style-type: none"><li>■ The hardship fund</li><li>■ Pension clinics available</li></ul>  |
| Social            | Feeling disconnected from colleagues      | <ul style="list-style-type: none"><li>■ Suggest a virtual coffee morning or weekly check in</li><li>■ Join ELFTin1Voice – our fantastic Trust choir</li><li>■ Referral to an ELFT network</li></ul>                  |
| Environmental     | Incorrect equipment for working from home | <ul style="list-style-type: none"><li>■ Remote working equipment order process</li><li>■ DSE and risk assessments</li></ul>  |

## Your action plan

Use the table below to record any actions that you have agreed in the meeting. You should set a date for when you will review your wellbeing plan.

|   |  |
|---|--|
| What actions will you take away from the conversation to support your wellbeing?          |  |
| What actions will your manager take away from the conversation to support your wellbeing? |  |
| When will you review your wellbeing plan together?  |  |

## Your details

|                                       |  |
|---------------------------------------|--|
| First name & surname                  |  |
| Assignment number (ESR)               |  |
| Post title (primary assignment)       |  |
| Area/team/department                  |  |
| Directorate                           |  |
| Manager's name (first name & surname) |  |

## On completion

The ELFT wellbeing plan is yours to own. This completed document does not need to be sent anywhere, although there will be a reminder check box incorporated into the appraisal form to ensure that at least one wellbeing conversation has taken place within the year.

# ELFT WELLBEING SUPPORT RESOURCES

ELFT's Employee Assistance Programme is an anonymous call line directed to external registered counsellors and advisors who are available 24/7. The service is not only for emergency counselling, it can be used to gain advice on almost any aspect of life, from landlord issues to holiday bookings. Please reach out for confidential assistance on 0800 174 319.

## Physical Wellbeing

|                         |  |
|-------------------------|--|
| <b>Internal Support</b> | ELFT's wellbeing fitness platform provides a weekly programme where sessions are held via Zoom. For updated timetable, access 'Staying Active' on the Staff Wellbeing page:<br><a href="https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing">https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing</a> |
|                         | Flu Vaccines, - if you're looking to get a flu jab please contact <a href="mailto:elft.fluleadqueries2020@nhs.net">elft.fluleadqueries2020@nhs.net</a>   |
|                         | Cycle to work scheme allows you to purchase a bike through salary deduction making savings on Tax & NI contributions, for further details please visit <a href="http://www.vivup.co.uk">www.vivup.co.uk</a>  |
|                         | Eye Care vouchers, further information can be found here:<br><a href="https://www.elft.nhs.uk/uploads/files/1/Communications/Internal%20Comms/DSE%20Policy%20-%20Eye%20Care%20Protocol.pdf">https://www.elft.nhs.uk/uploads/files/1/Communications/Internal%20Comms/DSE%20Policy%20-%20Eye%20Care%20Protocol.pdf</a>   |
|                         | For further information on how we approach the Menopause click through to the guide:<br><a href="https://www.elft.nhs.uk/uploads/files/1/Communications/Internal%20Comms/The%20Menopause%20at%20Work.pdf">https://www.elft.nhs.uk/uploads/files/1/Communications/Internal%20Comms/The%20Menopause%20at%20Work.pdf</a>  |
| <b>External Support</b> | Gym Membership – All NHS staff are entitled to an NHS corporate discount when you show your NHS ID badge to any local leisure centre/gym   |
|                         | Body Combat sessions for ELFT are starting for Staff every Wednesday at 6pm via Zoom for further information visit our website <a href="https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing">https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing</a>   |
|                         | Yoga and Pilates classes are being run each week via Zoom, email <a href="mailto:dawnyoga4you@hotmail.co.uk">dawnyoga4you@hotmail.co.uk</a><br><a href="https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing">https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing</a>                                 |
|                         | The Body Coach has many videos for short intense workouts for all skill levels on YouTube<br><a href="https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing">https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing</a>   |

## Emotional Wellbeing

|                         |  |
|-------------------------|--|
| <b>Internal Support</b> | ELFT's Emotional Support Call-Back Service can be accessed by emailing <a href="mailto:elft.communications@nhs.net">elft.communications@nhs.net</a>  |
|                         | Occupational Health can be contacted on 01327 810777 or email: <a href="mailto:elft@teamprevent.co.uk">elft@teamprevent.co.uk</a>  |
|                         | Carefirst, a 24-hour staff helpline, can be contacted on 0800 174 319 or by logging in online <a href="http://www.carefirst-lifestyle.co.uk">www.carefirst-lifestyle.co.uk</a> : <b>Username: ELFT; Password: employee</b>   |
|                         | <b>IAPT/Talking Therapies Services.</b> Staff who refer themselves to IAPT services run by ELFT will be given priority so make it known that you are a member of staff.  |
| <b>External Support</b> | Download the Woebot App to help reduce stress, combat isolation and offer supportive techniques. Click here to find out how it works:<br><a href="https://www.elft.nhs.uk/uploads/files/1/Wellbeing/Woebot%20Download%20Poster%20-%20cfgen.pdf">https://www.elft.nhs.uk/uploads/files/1/Wellbeing/Woebot%20Download%20Poster%20-%20cfgen.pdf</a> |
|                         | Silver Cloud is free to access for all staff to a CBT online platform by using the access code: <b>NHS2020</b> <a href="https://www.silvercloudhealth.com/uk">https://www.silvercloudhealth.com/uk</a>   |
|                         | Butterfly Hug is an online resource for traumatic stress relief using the 'butterfly hug' technique<br><a href="https://1stcontact.net/">https://1stcontact.net/</a>   |
|                         | Headspace provides mindfulness and mediation tools. Free for NHS staff.<br><a href="http://www.headspace.com/nhs">www.headspace.com/nhs</a>  |

|  |   |
|--|---|
|  | <p>Headspace provides mindfulness and mediation tools. Free for NHS staff.<br/> <a href="http://www.headspace.com/nhs">www.headspace.com/nhs</a></p>  |
|  | <p>Sleepio is a personalised sleep improvement programme. Free for NHS staff using the code: <b>NHS2020</b> <a href="https://www.nhs.uk/apps-library/sleepio/">https://www.nhs.uk/apps-library/sleepio/</a></p>   |
|  | <p>'NHS in Mind' is a free platform containing interventions to help combat high anxiety, panic and fatigue<br/> <a href="https://www.nhsinmind.co.uk/">https://www.nhsinmind.co.uk/</a></p>  |
|  | <p>Together In Mind are podcasts and resources that support wellbeing of NHS staff during this difficult time<br/> <a href="https://togetherinmind.nhs.uk/">https://togetherinmind.nhs.uk/</a></p>  |
|  | <p>For domestic abuse support, please contact a helpline such as <b>Refuge: 0808 2000 247</b> or visit<br/> <a href="https://www.refuge.org.uk/">https://www.refuge.org.uk/</a></p>   |
|  | <p>If you would like to contact a Samaritan, please call <b>116 123</b> for free 24/7, there is also a free web chat service which can be accessed on <a href="http://www.samaritans.org">www.samaritans.org</a></p>  |
|  | <p>'The Support The Workers' have developed training to provide psychosocial support to frontline staff<br/> <a href="https://www.supporttheworkers.org/">https://www.supporttheworkers.org/</a></p>  |
|  | <p>Daylight app helps people experiencing symptoms of anxiety using CBT, voice and animation<br/> <a href="https://people.nhs.uk/help/support-apps/daylight/">https://people.nhs.uk/help/support-apps/daylight/</a></p>   |
|  | <p>The "Going Home Checklist" from Mind can help staff switch off from work<br/> <a href="https://people.nhs.uk/clinical/going-home-checklist/">https://people.nhs.uk/clinical/going-home-checklist/</a></p>  |
|  | <p>Good Thinking provides free wellbeing support and has been updated in response to COVID-19<br/> <a href="https://www.good-thinking.uk/">https://www.good-thinking.uk/</a></p>  |
|  | <p>Hawk Training offer courses on emotional resilience and managing stress in the workplace. <b>Free for NHS staff</b><br/> <a href="https://info.hawktraining.com/short-courses/managing-workplace-stress">https://info.hawktraining.com/short-courses/managing-workplace-stress</a></p> |

## Financial Wellbeing

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|--|--|
| <b>Internal Support</b>  | <p>ELFT Hardship Fund provides financial support to help when it is most needed details can be found on the Trust intranet:<br/> <a href="http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=62266">http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=62266</a></p>   |
|  | <p>Home Technology Benefits scheme - The Trust has introduced a scheme to enable you to spread the cost of technological purchases by deducting monthly amounts from your salary, details can be found on the Trust intranet:<br/> <a href="http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=60257">http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=60257</a></p>   |
|  | <p>We're pleased to announce that East London NHS Foundation Trust has partnered with YoopiesAtWork, to provide a dedicated domestic assistance platform. This solution will help you to find childcare and other domestic services such as tutoring, housekeeping, pet sitting and elderly care.<br/> Entre the registration code: <b>Elft2020</b> at <a href="http://elft.yoopies.co.uk">elft.yoopies.co.uk</a></p>  |
|  | <p>The Trust offers a 40% subsidy towards the cost of Holiday Play Schemes during school holidays, please use the application form below:<br/> <a href="https://www.elft.nhs.uk/uploads/files/1/Communications/Internal%20Comms/ELFT%20HOLIDAY%20PLAYSCHEME%20SUBSIDY%20GUIDELINES.pdf">https://www.elft.nhs.uk/uploads/files/1/Communications/Internal%20Comms/ELFT%20HOLIDAY%20PLAYSCHEME%20SUBSIDY%20GUIDELINES.pdf</a></p>   |
|  | <p>The Credit Union is a long established savings and loans co-operative that encourages people to save rather than borrow. Thousands of employees across London and surrounding region already take advantage of a payroll savings scheme which allows you to have your savings, or loan repayments, deducted directly from your salary. Further information can be found on the Trust intranet.<br/> <a href="http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=41101">http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=41101</a></p> |
|  | <p>ELFT has joined the 'Working with' Cavell Nurses' Trust membership programme. The Cavell Nurses' Trust supports UK nurses, midwives and healthcare assistants both working and retired when they're suffering personal or financial hardship, often due to illness, disability, older age and domestic abuse. Further information can be found on the Trust intranet.<br/> <a href="http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=58572">http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=58572</a></p>                          |
|  | <b>External Support</b>  |
| <p>Busy Bees offers care for children age 4 and over with free registration for NHS staff<br/> <a href="https://www.busybeeschildcare.co.uk/">https://www.busybeeschildcare.co.uk/</a></p> |  |
| <p>SearchChildcare offers information, advice and support on registered childminders<br/> <a href="https://searchchildcare.org.uk">https://searchchildcare.org.uk</a></p>                  |  |
| <p>London Koru Kids provides part time and after school nannies. Code: NHS50 will give you £50 off<br/> <a href="http://www.korukids.co.uk">www.korukids.co.uk</a></p>                     |  |

## Social Wellbeing

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|-------------------------|--|
| <b>Internal Support</b> | ELFT Networks:<br><a href="https://www.elft.nhs.uk/Working-For-Us/Looking-After-Our-Staff/Staff-Networks">https://www.elft.nhs.uk/Working-For-Us/Looking-After-Our-Staff/Staff-Networks</a>  |
|                         | ELFT in1Voice is chance for you to be part of the Trust Choir, further information can be found on the Trust intranet<br><a href="http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=59558">http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=59558</a> |
| <b>External Support</b> | There are many methods to stay connected with others such as Zoom, which is a free and easy to use video chat<br><a href="https://zoom.us/download">https://zoom.us/download</a>   |
|                         | Spotify can help you create collaborative playlists with friends and listening to podcasts just download the app<br><a href="https://www.spotify.com/">https://www.spotify.com/</a>  |

## Environment Wellbeing

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|-------------------------|---|
| <b>Internal Support</b> | War on Waste – make a difference and turn it off to support the war on waste campaign<br><a href="http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=48315">http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=48315</a>  |
|                         | Display Screen Equipment Risk Assessments, further information can be found on the Trust intranet<br><a href="http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=28633">http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=28633</a>  |
|                         | The Green Travel Plan initiative - As part of the Trust's ambition to operate more sustainably with the Green ELFT Campaign, a Green Travel Plan has been created. This will play a large part in helping the Trust achieve its carbon commitments of 80% co2 reduction by 2050.<br><a href="http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=60562">http://elftintranet/sites/common/Private/Contentobject_View.aspx?id=60562</a> |