



Royal College of Paediatrics and Child Health

Leading the way in Children's Health

RCPCH Wellbeing Passport

“We want to help anyone with a disability and/or other specific health and wellbeing matters to achieve their potential within a supportive working environment to the benefit of both each individual and the RCPCH”

RCPCH Wellbeing Passport Confidentiality Agreement

The information provided in the RCPCH Wellbeing Passport Confidentiality Agreement is confidential to you and your line manager and should not be shared with any other party without your written consent.

We encourage everyone to share with their line manager any additional support they may require.

Name of the employee:	
Employee’s signature:	Date:
Name of Line Manager:	
Manager’s signature:	Date:
People Services aware of disability:	Yes/No

What is the RCPCH Wellbeing Passport?

The Wellbeing Passport is designed to support discussions around identifying and removing barriers to enable the potential of everyone to be fully realised in the workplace. All parties involved in these discussions should approach them with an open mind and flexibility to consider all possible options that will, over time, achieve a mutually satisfactory and acceptable plan of action to ensure that the needs of both the individual and College are met.

What are the aims of the RCPCH Wellbeing Passport?

To enable you to make a meaningful contribution to the work of the RCPCH to the best of your ability.

To make sure that the RCPCH is supporting you in the most effective way to achieve your potential within the role you are employed to perform.

Review

The information provided in the RCPCH Wellbeing Passport will be reviewed as a minimum each year. All reviews and subsequent revisions must be agreed by both the employee and their line manager.

Review Date	Manager's Signature	Employee's Signature



DISCUSSIONS

How can I use the RCPCH Wellbeing Passport?

The RCPCH Wellbeing Passport is a practical resource that should be used by anyone with a disability or other physical or mental health which they believe may impact on their work or their wellbeing at work. The aim is to help individual employees, those they work most closely with and the People Services Team work towards common goals.

The discussions that take place should:

- Identify the issues of concern to you and the RCPCH
- Put in place a reasonable plan of action to help you achieve your potential within the role you have to the benefit of both you and the RCPCH

Where do I start?

To get started, we suggest having a meeting at which you, your line manager and/or representative from the People Services Team or Disability Forum, or an advocate of your choice to record the key matters and the agreed plan of action in this document.

Remember your Wellbeing Passport should be kept confidential once completed.

My condition or impairment and work:

Please complete this section if you have a fluctuating mental or physical impairment or condition:

On a good day, my condition / impairment has the following impact on me travelling to and at work:

When things are not so good, my condition / impairment has the following impact on me travelling to and at work.

Below is some information you may want to share with your line manager. The aim is to facilitate a shared understanding of your disability/physical or mental health issue and how it may impact on you at work. These are just suggestions so you are welcome just to complete those sections you feel are relevant to you or you are comfortable to provide information on.

<p>What is the nature of your disability/physical or mental health issue?</p>	
<p>What is the pattern of your disability/physical or mental health issue? If stable, relapsing/remitting, recurrent etc</p>	
<p>What medication are you receiving and what are the possible effects of the medication?</p>	
<p>What is the functional impact of your disability/ physical or mental health issue? How does it affect you physically, emotionally and behaviourally?</p>	
<p>What are the early signs that your disability/physical or mental health issue is deteriorating?</p>	
<p>What management strategies are in place in the workplace to support you?</p>	

Do you believe you require reasonable adjustments in the workplace?	
What is the ongoing treatment for your condition/illness?	
How would you prefer to communicate with your managers if you are unable to come to work?	
Do you have any concerns about Covid-19, relative to your disability, physical or mental health issue?	
What management strategies are in place in the workplace to support you in terms of Covid-19?	
Summary of Discussions, confirmation of actions and agreement (Continue on a separate page if necessary)	

Keeping in touch

Keeping in touch is an important part of your overall wellbeing and also ensures that we can support you effectively during your absence and when you return to work.

In accordance with the Managing Attendance Policy you are required to contact your line manager as soon as possible by telephone if you are unable to attend work due to ill health.

In addition, your manager is required to keep in touch with you on a regular basis (a minimum of every two weeks in the case of long-term absence).

Your manager's contact with you will be carried out in a sensitive and supporting manner. If it has been identified as a reasonable adjustment that you have a carer as a named advocate, to support you when communicating with your manager, please let us know.

Conversations while you are away from work may include:

How are you feeling?

Have you been to the GP/other specialist?

What the manager can do to help?

Current work

Return to work date

Planned phased return to work

What are you able to do?

Emergency Contacts:

If I'm not well or there are any concerns about my wellbeing, I'm happy for my manager/management to contact any of the following emergency contacts in order of preference indicated below. Please add/amend or delete contact types as appropriate or when there are any changes.

Relative	Specialist/Care Co-ordinator/Support Worker/GP
Preference no:	Preference no:
Name:	Name:
Relation to me:	Relationship to you:
Tel:	Tel:
Mobile:	Mobile:
Friend	Other (please specify)
Preference no:	Preference no:
Name:	Name:
Tel:	Relationship to me:
Mobile:	Tel:
	Mobile:

I agree that I will let you know if there are any changes to my situation or condition which have an effect on my wellbeing at work and/or if the agreed adjustments aren't working. We will then meet to discuss any further adjustments or changes that should be made.

If you notice a change in my performance, are concerned about my wellbeing at work or feel these adjustments aren't working I am happy to discuss this. I understand that I may also seek advice from my trade union representative or the Disability Forum and can bring them along to any meetings or discussions we have if I wish.

I agree to hold an up to date copy of the Wellbeing Passport and provide it as and when requested to by my manager. I also agree that a copy of this form may be given to a new or prospective manager, but that it is my responsibility to ensure that any new manager, or anyone I think would need to know about the adjustments is informed about the Wellbeing Passport by me.

Resources

Internal Resources:

- ✓ Disability Matters www.disabilitymatters.org.uk/
- ✓ Diversity & Inclusion Policy
- ✓ Employee Assistance Programme
- ✓ Flexible Working Policy
- ✓ Health & Safety Policy including completion of a PEEP
- ✓ MindEd www.minded.org.uk/
- ✓ Reasonable Adjustments Policy

External Resources:

- ✓ Action for Hearing Loss, previously RNID <https://www.actiononhearingloss.org.uk/>
- ✓ Centre for Mental Health
<http://www.centreformentalhealth.org.uk>
- ✓ Department for Work & Pensions Access to Work: factsheet for customers:
<https://www.gov.uk/government/publications/access-to-work-factsheet/access-to-work-factsheet-for-customers>
- ✓ Disability and Work A trade union guide to the law and good practice (TUC)
<https://www.tuc.org.uk/sites/default/files/extras/disabilityandwork.pdf>
- ✓ Guidance for employers on creating a working environment that encourages mental wellbeing http://www.hseni.gov.uk/mental_wellbeing_guide_for_employers.pdf
- ✓ Health & Safety Executive Northern Ireland -
<http://www.hseni.gov.uk/>
- ✓ Mind: Mental health at work:
<https://www.mind.org.uk/workplace/>
- ✓ Mindful Employer
www.mindfulemployer.net
- ✓ Reasonable adjustments for disabled workers <https://www.gov.uk/reasonable-adjustments-for-disabled-workers>
- ✓ Royal College of Psychiatrists – Work and mental health
<http://www.rcpsych.ac.uk/mentalhealthinfo/workandmentalhealth.aspx>
- ✓ Royal National Institute of Blind People: for help and advice for everyone affected by sight loss
<http://www.rnib.org.uk/>
- ✓ Scope: About Disability incl. reporting hate crime
<http://www.scope.org.uk/>
- ✓ Workplace interventions for people with common mental health problems
http://www.bohrf.org.uk/downloads/cmh_emp.pdf

We are keen to continue to develop our resource list so if you have found a good resource that you think others may benefit from, please do let us know so we can update this list.

The RCPCH Wellbeing Passport should be read in conjunction with the following RCPCH Policies:

- Diversity & Inclusion
- Managing Attendance
- Reasonable Adjustments
- Recruitment & Selection