

MINDMATTERS SPOTLIGHTS

# STAFF WELLBEING ACTIVITIES

Building



# Staff wellbeing activities: Building

## What's it about?

The best workplaces are those where people learn, grow and succeed, where they feel safe and supported, and where individuals and the organisation share responsibility for building a mentally healthy workplace.

Your school leadership is responsible for leading the development, or continual improvement, of your school's wellbeing plan. This plan is about your school and your community and the activities in this document will help the leadership team see what is valued, create what is needed, and change what no longer works. A deeper understanding of mental health in your school will also help to identify any barriers and build a school-wide commitment to do something about them.

## The activities

The activities in this focus area may support schools to develop or contribute to a school-wide staff wellbeing plan. As each school is unique, it is useful to consult with key community members and relevant agencies to support your work.

- 1. Our school's approach to wellbeing** Develop a shared understanding of the school's approach to mental health promotion, individual roles and the relevant school policies and procedures for staff.
- 2. Creating a workplace mental health plan** Create a workplace mental health plan based on your school's vision for a mentally healthy school.

School leadership and wellbeing staff planning to run group activities will benefit from careful consideration the context and needs of their school.

For this reason, schools are recommended to review the first two activities in the [Staff wellbeing Spotlight: Sharing](#) document in the first instance:

- 1. Activity - Reflective questions for school leaders and action teams** (Staff wellbeing Spotlight: Sharing page 3)
- 2. Activity - Starting the conversation about workplace mental health** (Staff wellbeing Spotlight: Sharing page 4)



 **TIME:** 30 minutes

 **TARGET:** School staff

 **PURPOSE:** To have a shared understanding of the school's approach to mental health promotion and the relevant school policies and procedures for staff. For participants to be aware of their individual role, responsibilities, boundaries and supports. To create a shared plan to bring everyone along.

 **MATERIALS:**

- Relevant school policies and procedures
- [MindMatters Spotlight: Staff wellbeing](#)

## 1. Our school's approach to wellbeing

### Instructions:

1. Discuss relevant school policies relating to staff wellbeing. Outline the school's aspirations for focusing on staff wellbeing as part of the whole school approach to improving mental health.
2. Invite participants to identify the areas that they would like to 'keep', 'change' and 'try' relating to staff wellbeing. Record responses on a whiteboard, shared online document or poster paper.
3. Discuss the responses and invite discussion on the following questions:
  - What aspects of our school policies and procedures are working well?
  - What might need adding or updating?
  - What roles and responsibilities do staff members, school leadership and wellbeing staff have in addressing staff wellbeing?
  - Where can staff seek support?
4. State that the [MindMatters Spotlight: Staff wellbeing](#) has information, resources and supports for school staff.

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**Debrief:** What action do we need to take? Who might we need to consult with and inform? How will we continue this conversation with the school staff, gain their input and build shared ownership?

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 **TARGET:** School staff

 **PURPOSE:** To have a shared understanding of the school's approach to mental health promotion and the relevant school policies and procedures for staff. For participants to be aware of their individual role, responsibilities, boundaries and supports. To create a shared plan to bring everyone along.

 **MATERIALS:**

- Relevant school policies and procedures
- [MindMatters Spotlight: Staff wellbeing](#)

#### Related resources:

- **Heads Up – What is a mentally healthy workplace?** Resources on how employees, managers and business owners can create a mentally healthy workplace.  
<https://www.headsup.org.au/creating-a-mentally-healthy-workplace/mental-health-in-the-workplace>
- **Heads Up – Tips for creating a mentally healthy workplace** Tips and resources around creating greater awareness of your business commitment to mentally healthy workplaces that are discrimination-free and diversity is accepted.  
<https://www.headsup.org.au/creating-a-mentally-healthy-workplace/getting-started/tips-for-creating-a-mentally-healthy-workplace>



🕒 **TIME:** 20 minutes

👤 **TARGET:** School leadership and action team members

❓ **PURPOSE:** To create a workplace mental health plan.

📄 **MATERIALS:**

- Online device

## 2. Creating a workplace mental health plan

### Instructions:

1. Discuss your vision for a mentally healthy school.
2. Review your schools wellbeing policies and procedures for staff, students and families.
3. Visit the Heads Up website – Create your action plan <https://www.headsup.org.au/creating-a-mentally-healthy-workplace/taking-action/action-plan> and work through the easy steps to see what is involved. Review the related resources below for tips to support your school to create an action plan that:
  - raises awareness of mental health conditions and reduces stigma
  - supports someone with a mental health condition
  - creates a supportive workplace culture.
4. Consider how your draft plan links with your schools approach to wellbeing and how you might engage staff in shaping up the final plan for your school.

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**Debrief:** What action do we need to take? Who might we need to consult with and inform? How will we continue this conversation with the school staff, gain their input and build shared ownership?

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#### Related resources:

- **Ten things you can do to make your workplace mentally healthy (for small workplaces)** - This tipsheet provides practical strategies and resources to support small workplaces to take action.  
[https://www.headsup.org.au/docs/default-source/resources/307357\\_1115\\_bl1249\\_lr8f1040db5e846dcbbbd0ff0000c17e5d.pdf?sfvrsn=0](https://www.headsup.org.au/docs/default-source/resources/307357_1115_bl1249_lr8f1040db5e846dcbbbd0ff0000c17e5d.pdf?sfvrsn=0)
- **Ten things you can do to make your workplace mentally healthy (for medium to large workplaces)** - This tipsheet provides practical strategies and resources to support medium to large workplaces to take action.  
<https://www.headsup.org.au/docs/default-source/resources/medium-to-large-business.pdf?sfvrsn=0>
- **beyondblue online resources** - Free online resources to increase understanding of mental health in the workplace and provide practical strategies to support you  
<https://www.headsup.org.au/training-and-resources/educational-programs/beyondblue-resources>

MindMatters is a national mental health initiative for secondary schools developed by *beyondblue* with funding from the Australian Government Department of Health.

See more MindMatters resources at [www.mindmatters.edu.au](http://www.mindmatters.edu.au)

This information is to be used as a guide only and is not intended as a substitute to formal training or professional medical advice on mental health or suicide prevention. Staff are advised to always refer to school policies and procedures in the first instance. This information is provided by Beyond Blue Limited in good faith and on an 'as is' basis. While every care has been taken in preparing this information, Beyond Blue Limited makes no representation or warranty as to the reliability or completeness of the information contained in this document. You must make your own assessment of the information contained in this document and if you choose to rely on it, it is wholly at your own risk. To the extent permitted by law, Beyond Blue Limited will not be liable to you or anyone else for any loss or damage, however caused, which may be directly or indirectly suffered arising from the use of, or reliance upon this information.