



STAFF WELLBEING & BENEFITS

At
Liberty
College



Staff Wellbeing & Benefits Handbook

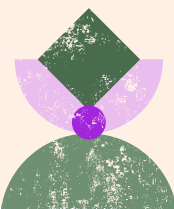
A healthy workforce creates the best outcomes for our learners





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Introduction

Welcome to the Liberty College Staff Wellbeing & Benefits Handbook.

At Liberty College, we recognise that our staff are our greatest asset. The dedication, compassion and professionalism shown by our colleagues every day has a direct impact on the lives and outcomes of our learners.

We are committed to creating a positive, supportive and inclusive working environment where everyone feels valued, respected and able to thrive. Wellbeing is not simply about responding when challenges arise; it is about promoting a culture where physical, mental and emotional wellbeing are prioritised throughout the year. This handbook has been developed to provide information about the wellbeing support, resources and opportunities available to all staff.

Thank you for everything you do to support our learners, colleagues and wider college community. Together, we can create a workplace where everyone feels supported, appreciated and empowered to be their best.

Looking after your wellbeing

Looking after your wellbeing can help you to manage stress, improve resilience, maintain positive relationships and perform your best inside and outside of work.

Prioritise Rest

Aim for regular sleep patterns. Take your allocated breaks throughout the day. Make time to switch off and recharge outside of work.

Stay Active

Incorporate movement into your day. Consider taking a short walk during your lunch break.

Eat and Hydrate Well

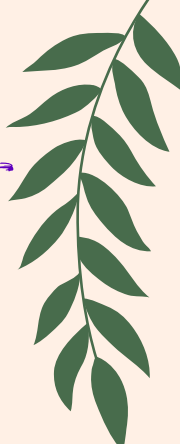
Maintain a balanced diet & drink plenty throughout the day. Limit excessive caffeine and energy drinks where possible.

Connect with Others

Talk to colleagues, friends and family. Seek support when you need it and remember that asking for help is a strength, not a weakness.

Maintain Healthy Boundaries

Recognise when your workload feels unmanageable and speak with your line manager. allocate set times for your undirected time (if applicable) and avoid checking emails and/or completing work tasks in your personal time where possible.



Support available at Liberty College



Line Manager Support



Your line manager is often the first point of contact if you have concerns about your wellbeing, workload or workplace challenges. Regular communication can help identify support and adjustments that may be needed.

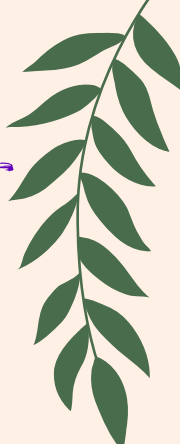


Human Resources Support



HR is available to provide confidential advice and guidance on a range of wellbeing matters, including:

- Workplace concerns
- Attendance & health-related support
- Flexible working requests
- Occupational Health referrals
- Workplace adjustments
- Signposting to additional support services



Support available at Liberty College



Reflective Supervision



Reflective Supervision provides a dedicated space for staff to discuss challenges, reflect on practice and consider their own wellbeing.

Sessions are designed to promote resilience, professional growth and emotional wellbeing.



Employee Voice



At Liberty College, we value the views and experiences of our staff. Employees are encouraged to share ideas, provide feedback and contribute to continuous improvement of the college through surveys, meetings, supervision, staff feedback box and informal discussions.

For further information speak to HR.



Work-life Balance



Maintaining a healthy work-life balance is essential for wellbeing, job satisfaction and long-term resilience. While there will be times when work is demanding, it is important to make time for rest, family, hobbies and the activities that help you recharge.

Ways we protect your time

- Enhanced ppa time
- Paid time off for medical appointments
- Paid bereavement leave (including pets)
- Paid half day off on your birthday



Wellbeing Wednesday

To support staff wellbeing and encourage a healthy work-life balance, Liberty College offers a Wellbeing Wednesday once each term. On these days, staff benefit from a later start and an earlier finish, providing additional time to rest, recharge and focus on personal wellbeing.

This initiative reflects our commitment to recognising the hard work and dedication of our staff and promoting a positive and supportive working environment.



Our people are at the heart of everything we do. We recognise that the dedication, compassion and hard work of our staff make a positive difference every day.

Ways we recognise your hard work

- Team Member of the Week and Term awards
- Termly recognition raffle with a £50 gift card
- Refer-a-friend scheme with £150 gift card
- Termly mix-and-mingle staff events with free breakfast
- Christmas and Summer parties paid for by us
- Yearly team building event paid for by us
- Funding to support your professional development
- Free mini bus hire
- Free hall hire
- Use of Liberty Farm



We encourage everyone to take the time to recognise and appreciate the efforts of others. A culture of recognition helps build confidence, strengthens relationships and contributes to a positive and supportive workplace.



First Aider for Mental Health



There are plenty of different types of support out there and a mental health first aider can help you access them.

Mental health first aiders are a point of contact if you or someone you are concerned about are experiencing a mental health issue or emotional distress. They are not therapists or psychiatrists, but they can give you initial support and signpost you to appropriate help if required.

If you have any questions about mental health first aid, please contact one of our first aiders listed in all staff areas on site.





Mental Health Support

Employee Assistance Programme (EAP)

EAPs are intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing. This service is confidential and accessible 24/7.

The EAP covers you and your immediate family members who reside at the same address, including children in full-time education. You can use this service to support with:

- Family issues
- Financial Information
- Legal Information
- Medical Information
- Bereavement
- Housing Concerns
- Alcohol or drug use
- Stress and Anxiety
- Low Mood
- Tax Information
- Retirement

Available via telephone
or the Wisdom app

Unique Code: MHA016219

 0800 047 4097

Free Shop



Accessible for all staff and learners at
Liberty College

Quality clothing for any occasion

Supporting confidence & wellbeing

A community that supports each other



Useful Resources

Internal support

Line Manager - Your first point of contact for day-to-day support

HR - hr@libertygrouppltd.co.uk - Advice on wellbeing, policies, absence, flexible working and available support

EAP - 0800 047 4097 - Free confidential advice & counselling

External support



Mind - 0300 102 1234 - Provides trusted information, advice and practical mental health support

Samaritans - 116 123 - Confidential emotional support 24/7

People's Pension - 0300 2000 555 - Your pension provider

MoneyHelper - Free, impartial advice on budgeting, debt, pensions, benefits, mortgages and everyday money management

NHS 111 - Health advice and access to urgent medical support

Citizens Advice - Free advice on employment rights, benefits, housing and finances

Looking after your wellbeing is important. Whether you need practical advice, emotional support or simply someone to talk to, help is available.

Please don't hesitate to reach out