

Wellness Action Plan (WAP)*

* Adapted from *Mind Cymru* (July 2019)

At Volunteer Edinburgh we are committed to supporting the health and wellbeing of everyone who works or volunteer with us. A WAP reminds you and informs us of what is needed to help you stay well during your time with us.

You should regularly review the WAP with your named supervisor. You only need to provide information that you are comfortable sharing with us and that relates to your role with us. This form is not legally binding but it helps us to agree, together, how to support you practically in your role and address your physical and mental/emotional health needs.

1. What helps you stay healthy while at Volunteer Edinburgh? (For example, taking adequate breaks or being clear about tasks).
2. What can your supervisor do to support you to stay healthy? (For example, regular feedback and supervision or explaining wider developments).
3. Are there any situations that may arise during your time with us that can trigger ill health for you? (For example, heavy lifting, conflict or something not going to plan).
4. How might stress/mental health difficulties impact you? (For example, finding it difficult to make decisions or struggling to focus on tasks).
5. Are there any early warning signs that we might notice when you are starting to feel unwell? (For example, changing normal behaviour patterns or withdrawing from other people).



6. What support could we put in place to minimise triggers or to support you to manage this? (For example, extra catch-up time with supervisor, a break from the role or a change of start time).

7. If we notice early warning signs that you are feeling stressed or unwell, what would you like us to do? (For example, talk to you discreetly about it or contact someone you have named to be contacted in this situation). Please include contact names and numbers if you would like your line manager to get touch with someone if you become unwell.

8. What steps are you able to take if you start to feel unwell while with us? Is there anything we need to do to help you take these steps? (For example, take a break and go for a short walk or ask you supervisor for support).

Staff/Volunteer Signature _____ Date _____

Supervisor's Signature _____ Date _____

Date to be reviewed _____