



# EMPLOYEE WELLBEING & HEALTH HANDBOOK

SUPPORT, RESOURCES, AND BENEFITS  
AVAILABLE TO YOU





# SCOTTISH BORDERS COUNCIL

## WELLBEING & HEALTH AT WORK

The purpose of this directory is to provide staff with a list of useful organisations and resources in relation to wellbeing topics. This guide is a list of potentially useful resources and organisations and is not exhaustive. This directory includes information on organisations and resources on the topics below.

The following table contains a comprehensive list of well-being material and additional support resources. The table is split into relevant areas and departments, for ease of access. Please take the time to look over any literature they may be relevant to yourself, or to other individuals that you know whom may need support.

**BEREAVEMENT**

**CANCER**

**DOMESTIC ABUSE**

**DRUG & ALCOHOL SUPPORT**

**EATING WELL & EATING DISORDER SUPPORT**

**EMOTIONAL WELLBEING & MENTAL HEALTH**

**FINANCIAL WELLBEING**

**PHYSICAL ACTIVITY**

**SLEEP**

**SB LEARN - SELF DEVELOPMENT & RESOURCES**

**SOCIAL CARE**

**SUICIDE PREVENTION**

**SEXUAL ASSAULT**

**VOLUNTEERING**

**RETIREMENT**

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# BEREAVEMENT

Resource	Description	Link / Contact Information
<b>Cruse Bereavement Care</b>	Cruse Bereavement Care offers a Freephone National Helpline staffed by trained bereavement volunteers, who offer emotional support to anyone affected by bereavement.	Website: <a href="http://www.cruse.org.uk">www.cruse.org.uk</a> Email: <a href="mailto:helpline@crusebereavement.org.uk">helpline@crusebereavement.org.uk</a> Phone: 0808 808 1677
<b>Cruse Bereavement Care</b>	Cruse Bereavement Care Scotland provide free care and bereavement counselling to people suffering from grief.	Website: <a href="http://www.crusescotland.org.uk">www.crusescotland.org.uk</a> Email: <a href="mailto:support@crusescotland.org.uk">support@crusescotland.org.uk</a> Phone: 0845 600 2227
<b>The Support for People Bereaved by Suicide National Helpline</b>	The Support for People Bereaved by Suicide (SOBs) national helpline is open to anyone over 18 who has been bereaved by suicide, it is available every day 9am-9pm.	Phone: 0300 111 5065
<b>Community Chaplains Listening Service</b>	The Spiritual Care Department employs a team of Chaplains as part of the Healthcare Team to provide pastoral care and a listening ear. The Community Listening Service is just one of the services which the Department provides within a sensitive, non-judgemental and confidential setting. Sessions last approximately 50 minutes. It may be that one session is sufficient or that it would be helpful to have further sessions on a monthly basis. Appointments can be made for either the Borders General Hospital or your local Hospital or Health Centre. Please let the Chaplain know where you would like to meet.	Phone: 0300 111 5065

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# CANCER

Resource	Description	Link / Contact Information
<b>Bowel Cancer UK</b>	Bowel Cancer UK aims to save lives by raising awareness of bowel cancer, campaigning for best treatment and care. Visit their website for practical support and advice.	Website: <a href="http://www.bowelcanceruk.org.uk">www.bowelcanceruk.org.uk</a>
<b>Breastcancer.org</b>	Breastcancer.org is a non-profit organisation dedicated to providing the most reliable, complete, and up-to-date information about breast cancer.	Website: <a href="http://www.breastcancer.org">www.breastcancer.org</a>
<b>The British Lung Foundation</b>	The British Lung Foundation has information on Lung Cancer and also other lung conditions affecting both adults and children.	Website: <a href="http://www.blf.org.uk">www.blf.org.uk</a>
<b>Cancer Research UK</b>	Cancer Research UK visit the patient information section to find reliable and easy to understand information about all types of cancer.	Website: <a href="http://www.cancerresearchuk.org">www.cancerresearchuk.org</a>  Phone: 01896 208255
<b>Lavender Touch</b>	Lavender Touch provides a confidential service to people in the Scottish Borders, including providing help and support to people living with the side effects of cancer and its treatment.	Website: <a href="http://www.macmillan.org.uk/Home.aspx">www.macmillan.org.uk/Home.aspx</a>
<b>Macmillan Cancer Support</b>	Macmillan Cancer Support improves the lives of people affected by cancer. They provide practical, medical and financial support and push for better cancer care.	Website: <a href="http://www.breastcancer.org">www.breastcancer.org</a>

<b>Resource</b>	<b>Description</b>	<b>Link / Contact Information</b>
<b>The National Cancer</b>	The National Cancer Institute also provides information on the causes, symptoms and treatment for all types of cancer. This is an American site but it is still informative.	Website: <a href="http://www.cancer.gov/cancertopics">www.cancer.gov/cancertopics</a>
<b>The NHS</b>	The NHS website has information on cancer and its causes and treatment as well as access to useful links.	Website: <a href="http://www.nhs.uk/conditions/cancer/">www.nhs.uk/conditions/cancer/</a>
<b>Pancreatic Cancer UK</b>	Pancreatic Cancer UK is a national charity with a very informative site on this type of cancer.	Website: <a href="http://www.pancreaticcancer.org.uk">www.pancreaticcancer.org.uk</a>
<b>Prostate Cancer UK</b>	Prostate Cancer UK can help you understand more about the disease, symptoms and treatment options. Prostate cancer is the most common cancer in men.	Website: <a href="http://www.prostatecanceruk.org">www.prostatecanceruk.org</a>

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# DOMESTIC ABUSE

Resource	Description	Link / Contact Information
<b>Abused Men In Scotland</b>	AMIS is a national charity in Scotland that supports men affected by domestic violence.	Website: <a href="http://www.abusedmeninscotland.org">www.abusedmeninscotland.org</a> Phone: 03300 949 395
<b>Border Women's Aid</b>	Border Women's Aid supports women to live empowered lives free from domestic abuse in all its forms and can provide you with a range of information, emotional and practical help.	Website: <a href="http://www.borderwomensaid.co.uk">www.borderwomensaid.co.uk</a> Phone: 01835 863514
<b>Domestic Abuse Advocacy Support</b>	Domestic Abuse Advocacy Support (DAAS) provide a free, confidential support service that works with both female/male adult victims of domestic abuse to maximise your safety.	Website: <a href="http://www.scotborders.gov.uk">www.scotborders.gov.uk</a> Phone: 01835 825024 Email: <a href="mailto:daas@scotborders.gov.uk">daas@scotborders.gov.uk</a>
<b>National Domestic Abuse Helpline</b>	National Domestic Abuse Helpline	Website: <a href="http://www.nationaldahelpline.org.uk">www.nationaldahelpline.org.uk</a> Phone: 0808 2000 247
<b>Scottish Borders Council -Domestic Abuse Policy</b>	Scottish Borders Council's Domestic Abuse Policy (January, 2023).	SBC Intranet Page: <a href="#">Here</a>

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# DRUG & ALCOHOL SUPPORT

Resource	Description	Link / Contact Information
<b>Addaction Borders</b>	Addaction Borders provides support for people misusing alcohol, drugs and other substances and works with them to develop a plan for their recovery.	Website: <a href="http://www.addaction.org.uk/services/addaction-borders">www.addaction.org.uk/services/addaction-borders</a>  Phone: 01896 757843
<b>Alcoholics Anonymous</b>	Alcoholics Anonymous	Website: <a href="http://www.alcoholics-anonymous.org.uk">www.alcoholics-anonymous.org.uk</a>  Phone: 0845 769 7555  Email: <a href="mailto:help@alcoholics-anonymous.org.uk">help@alcoholics-anonymous.org.uk</a>
<b>Drink Aware</b>	Drink Aware is an independent charity working to reduce alcohol misuse and harm in the UK.	Website: <a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a>
<b>Drinkline</b>	Drinkline is a free, confidential helpline for anyone who is concerned about their drinking, or someone else's.	Phone: 0300 123 1110  (weekdays 9am–8pm, weekends 11am–4pm)
<b>FRANK</b>	FRANK provides support and advice on drugs and alcohol alongside information regarding drugs, their effects and the law	Website: <a href="http://www.talktofrank.com">www.talktofrank.com</a>  Phone: 0300 123 6600
<b>Narcotics Anonymous</b>	Narcotics Anonymous	Website: <a href="https://ukna.org/">https://ukna.org/</a>  Phone: 0300 999 1212
<b>NHS 24 Drug Addiction</b>	NHS 24 Drug Addiction	Website: <a href="http://www.nhs.uk/live-well/healthy-body/drug-addiction-getting-help">www.nhs.uk/live-well/healthy-body/drug-addiction-getting-help</a>  Phone: 111

Resource	Description	Link / Contact Information
<b>Scottish Families Affected by Drugs and Alcohol</b>	Scottish Families affected by drugs and alcohol is a national charity that supports anyone concerned about someone else's alcohol or drug use in Scotland.	Website: <a href="http://www.sfad.org.uk">www.sfad.org.uk</a>  Phone: 08080 10 10 11  Email: <a href="mailto:helpline@sfad.org.uk">helpline@sfad.org.uk</a>
<b>Turning Point Scotland</b>	Turning Point Scotland specialises in supporting people facing the most complex and challenging situations. Confidential and effective support is available to those wishing to address their drug and alcohol use.	Website: <a href="http://www.turningpointscotland.com/what-we-do/substance-misuse">www.turningpointscotland.com/what-we-do/substance-misuse</a>  Phone: 0800 652 3757
<b>SHAAP - Scottish Health Action on Alcohol Problems</b>	Scottish Health Action on Alcohol Problems (SHAAP) is a partnership of the Medical Royal Colleges in Scotland and the Faculty of Public Health and is based at the Royal College of Physicians of Edinburgh (RCPE). SHAAP provides the authoritative medical and clinical voice on the need to reduce the impact of alcohol-related harm on the health and wellbeing of people in Scotland and the evidence-based approaches to achieve this.	Website: <a href="https://www.shaap.org.uk/">https://www.shaap.org.uk/</a>
<b>SARN - Scottish Alcohol Research Network</b>	The Scottish Alcohol Research Network (SARN) was launched following a Scottish Alcohol Research Summit in December 2012. The aim of SARN is to promote a strong collaborative research forum for clinicians, academics and researchers with an interest in responding to alcohol related harm in Scotland, enabling us to co-ordinate and foster meaningful collaborations locally, nationally and internationally.	Website: <a href="https://www.sarn.ed.ac.uk/">https://www.sarn.ed.ac.uk/</a>

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# EATING WELL & EATING DISORDER SUPPORT

Resource	Description	Link / Contact Information
<b>Food Standards Scotland</b>	Eat well every day.	Website: <a href="https://www.foodstandards.gov.scot/">Food Standards Scotland</a>
<b>NHS Inform</b>	Food & nutrition.	Website: <a href="https://www.nhsinform.scot/healthy-living/food-and-nutrition">https://www.nhsinform.scot/healthy-living/food-and-nutrition</a>
<b>Parent Club</b>	Eating well at home.	Website: <a href="http://www.parentclub.scot/articles/eating-well-at-home">http://www.parentclub.scot/articles/eating-well-at-home</a>
<b>Healthy Working Lives</b>	Healthy Eating.	Website: <a href="http://www.healthyworkinglives.scot/workplace-guidance/health-improvement/Pages/healthy-eating.aspx">www.healthyworkinglives.scot/workplace-guidance/health-improvement/Pages/healthy-eating.aspx</a>
<b>Beat Eating Disorders</b>	The UK's eating disorder charity. Founded in 1989 as the Eating Disorders Association, our mission is to end the pain and suffering caused by eating disorders.	Website: <a href="http://beateatingdisorders.org.uk">The UK's Eating Disorder Charity - Beat (beateatingdisorders.org.uk)</a>

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# EMOTIONAL WELLBEING & MENTAL HEALTH

Resource	Description	Link / Contact Information
<b>Access to Work Mental Health Support Service (Remploy)</b>	This confidential service delivered by Remploy is funded by the Department for Work and Pensions and is available at no charge to any employees with depression, anxiety, stress or other mental health issues affecting their work.	Website: <a href="http://www.remploy.co.uk">www.remploy.co.uk</a>  (Web chat available on website) Phone: 0300 456 8114  Email: <a href="mailto:a2wmhss@remploy.co.uk">a2wmhss@remploy.co.uk</a>
<b>Breathing Space</b>	Breathing Space is a free, confidential phone and web based service for people in Scotland experiencing low mood, depression or anxiety.	Website: <a href="http://www.breathingspace.scot">www.breathingspace.scot</a>  Phone: 0800 83 85 87 Weekdays: Monday-Thursday 6pm to 2am Weekend: Friday 6pm-Monday 6am
<b>Mental Health First aiders</b>	SBC have a team of Mental Health First Aiders. This service available to anyone with concerns about the mental wellbeing of themselves or a fellow employee.	Phone: 01835 825 038  Skype: Mental Health First Aiders  Email: <a href="mailto:MHFirstAiders@scotborders.gov.uk">MHFirstAiders@scotborders.gov.uk</a>
<b>MIND</b>	MIND provide advice and support to empower anyone experiencing a mental health problem.	Website: <a href="http://www.mind.org.uk">www.mind.org.uk</a>  (Web chat available on website) Phone: 0300 123 3393 Text: 86463 Phone lines open 9am to 6pm, Monday to Friday (except for bank holidays).
<b>NHS 24</b>	The 111 service provides urgent care and advice when your GP, pharmacy or dental practice is closed.	Website: <a href="http://www.nhs24.scot">www.nhs24.scot</a>  Call 111 for urgent support.
<b>NHS - Mental Health Apps</b>	NHS - Mental Health Apps	Website: <a href="http://www.nhs.uk">Mental health apps - NHS (www.nhs.uk)</a>

Resource	Description	Link / Contact Information
<b>Samaritans</b>	Samaritans is a unique charity dedicated to reducing feelings of isolation and disconnection that can lead to suicide. Whether it's an 'are you ok?' at just the right moment, or the midnight support of a trained volunteer they are there 24 hours a day, 365 days a year.	Website: <a href="http://www.samaritans.org/scotland/how-we-can-help">www.samaritans.org/scotland/how-we-can-help</a>  Phone: 116 123  Email: <a href="mailto:jo@samaritans.org">jo@samaritans.org</a>
<b>SBLearn – Staff online learning</b>	Video Arts Wellbeing Essentials take on the topics of motivation, wellbeing, positivity, mindfulness and resilience at work. The collection includes short videos and eLearning courses that help you to make small changes to improve your wellbeing at work.	You can access the collection by visiting <b>SBLearn</b> and clicking into the Video Arts section. Once inside, you'll find the Wellbeing collection. There are also collections available on both Homeworking and Remote Working.
<b>Scottish Association for Mental Health</b>	Whether you're living with a mental health problem or supporting someone who is, accessing information about a condition is vital. SAMH has developed a series of information resources for you.	Website: <a href="http://www.samh.org.uk/home.aspx">www.samh.org.uk/home.aspx</a>  Phone: 0141 530 1000  Email: <a href="mailto:enquire@samh.org.uk">enquire@samh.org.uk</a>
<b>See Me</b>	See Me has resources to help challenge mental health stigma	Website: <a href="http://www.seemescotland.org">www.seemescotland.org</a>
<b>SHOUT</b>	SHOUT is a free, confidential 24/7 text messaging support service for anyone who is struggling to cope.	Text SHOUT 85258
<b>Silvercloud Self Help</b>	Silvercloud Self Help for Wellbeing is a digital platform launched by the Scottish Government. The platform provides open access (no referral required) to four Wellbeing modules – Stress, Sleep, Resilience and Covid-19.	To access the Silvercloud Self Help platform  use PIN code: Scotland2020
<b>Stay Alive App</b>	A mobile app for those at risk of suicide or worried about someone. The app can be downloaded for free from App Store or Google Play.	Website: <a href="http://www.prevent-suicide.org.uk/find-help-now/stay-alive-app">www.prevent-suicide.org.uk/find-help-now/stay-alive-app</a>
<b>Wellbeing Service</b>	NHS Borders provides evidence based early interventions to support adults wishing to improve their health. This includes support to make positive changes to their lifestyle and includes topics like smoking cessation, physical activity, weight management, healthy eating and enhance wellbeing by providing support to improve low to moderate mental wellbeing.	Website: <a href="http://www.nhsborders.scot.nhs.uk/patients-and-visitors/our-services/general-services/wellbeing-service">www.nhsborders.scot.nhs.uk/patients-and-visitors/our-services/general-services/wellbeing-service</a>  Phone: 01896 824502  Email: <a href="mailto:wellbeing@borders.scot.nhs.uk">wellbeing@borders.scot.nhs.uk</a>  Referrals can be made via your GP or health professional, or you can refer yourself by contacting the team directly.

Resource	Description	Link / Contact Information
<b>Samaritans / Breathing Space Helpline(s)</b>	If you are feeling suicidal or suspect that someone you know is considering suicide, contact Samaritans.	116 123 (24 hours) or Breathing Space on 0800 83 85 87 (lines open 24 hours at weekends and 6pm to 2am on weekdays).
<b>Employee Assistance Programme (EAP)</b>	SBC have contracted Vivup to provide an Employee Assistance Programme to our employees. The helpline is open 24 hours, 365 days a year and is a free confidential service available to all employees offering a range of support and advice including stress counselling and other health related advisory services.	Link: <a href="https://www.vivupbenefits.co.uk/access-my-benefits/">https://www.vivupbenefits.co.uk/access-my-benefits/</a>  Phone Number: 0800 023 9324 (24 Hours)
<b>Managing Your Mental Health While Working From Home</b>	During this training course, you will learn how emotion regulation and building resilience can help to cope with pressure, stress, adversity and uncertainty. You will learn practical skills to help you remain mentally healthy and productive whilst working from home.  This course is suitable for anyone who is working remotely from home or under distancing restrictions in the workplace. (3.5 Hour online session).	Internal to SBC: To book your place please visit – <b>Business World ‘Course catalogue’</b> tab which is located within <b>Your Employment &gt; Your development Guide to booking your place on a course in BW</b>
<b>Stress Management Techniques</b>	The Stress Management Techniques course enables participants to understand the meaning of stress and how to differentiate it from pressure. A toolkit of stress management techniques and exercises is provided from participants to use in the work environment, as well as in their own time.  The course is practical and engaging and includes a variety of individual exercises. Delegates will also benefit from revisiting the exercises after the course when they have the time and space to think fully about their life and the issues raised.	Internal to SBC: To book your place please visit – <b>Business World ‘Course catalogue’</b> tab which is located within <b>Your Employment &gt; Your development Guide to booking your place on a course in BW</b>

Resource	Description	Link / Contact Information
<p><b>Developing Personal Resilience</b></p>	<p>Personal resilience is arguably the most important resource for coping well during challenging times. This training course introduces delegates to skills that will increase their confidence in their ability to bounce back from the many pressures and adversities they encounter in today's workplace. They are reminded that a key aspect of being resilient is accepting that change frequently creates opportunities as well as problems to be solved. (3-hour online session)</p>	<p>Internal to SBC:                      To book your place please visit – <b>Business World 'Course catalogue' tab</b> which is located within <b>Your Employment &gt; Your development Guide to booking your place on a course in BW</b></p>
<p><b>Mental Health Awareness: Training for Managers</b></p>	<p>This 3-hour online course is for anyone whose role involves being a people manager or supporting others in the workplace. This learning opportunity supports managers to appreciate the importance of workplace mental health. The course content encourages managers to understand the link between mental wellbeing and emerging mental ill-health, equipping managers with basic knowledge essential to supporting a mental health diagnosis. Delegates will receive an overview of mental wellbeing and possible mental ill-health. Managers will gain the knowledge and confidence to explore individual indicators with staff and appreciate the impact of prolonged stress. They will go on to create a supportive individual action plan to promote wellness and recovery in the workplace. (3-hour online session)</p>	<p>Internal to SBC:                      To book your place please visit – <b>Business World 'Course catalogue' tab</b> which is located within <b>Your Employment &gt; Your development Guide to booking your place on a course in BW</b></p>

Resource	Description	Link / Contact Information
<b>NHS Digital Mental Health Treatments</b>	<p>The NHS now have digital mental health treatments at zero cost for every adult in Scotland. Daylight (for anxiety &amp; worry) and Sleepio (for insomnia).</p> <p>The digital treatments give people the support they need, when they need it. No GP referral or prescription is necessary, thanks to the Scottish Government's Digital CBT programme.</p>	<p>Website:  <a href="#"><b><u>Introduction Video – Daylight</u></b></a>   <a href="#"><b><u>Introduction Video - Sleepio</u></b></a></p>
<b>Healthy Working Lives website hosted by Public Health Scotland</b>	<p>The platform is hosted on the Public Health Scotland website and streamlines employer access to free and reputable mental health and wellbeing resources. It has been developed in partnership with The Employment and Mental Health Working Group which brings together the experience and expertise of cross-sectoral representatives from employer organisations, Trade Unions, mental health organisations and public sector partners.</p> <p>The platform is targeted at employers of all sizes in Scotland - from large scale companies to SMEs and the self-employed - but will also be a useful resource for employees.</p>	<p>Website:  <a href="#"><b><u>Supporting a mentally healthy workplace (healthyworkinglives.scot)</u></b></a></p>
<b>Scottish Government Mental Health Coaching</b>	<p>The Scottish Government have put in place some excellent supports through the medium of fully funded coaching approaches. Colleagues across the country have found these useful in helping to reflect with a skilled coaching practitioner any aspect concerning work, or home.</p>	<p>Website:  <a href="#"><b><u>Supporting Workforce Wellbeing (education.gov.scot)</u></b></a>   <a href="#"><b><u>Programmes   Education Scotland (education.gov.scot)</u></b></a></p>

Resource	Description	Link / Contact Information
<p><b>AVIVA DigiCare+ (Workplace app)</b></p>	<p>As part of your workplace benefits package, we're delighted to tell you about the wellbeing services available to you through your company protection policy – Aviva DigiCare+ Workplace. Aviva DigiCare+ Workplace is an easy-to-use app that offers guidance and care for your physical and mental health, and it only takes a few clicks for you to help look forward to a healthier future by looking after yourself today.</p> <p><b>Health Check</b> - this annual service via a self-administered fingerprick blood test looks at 20 different health markers to spot problems early, including diabetes risk, cholesterol status and liver health. It also includes a personalised health report with a follow-up digital GP consultation available.</p> <p><b><u>Watch this short video on the annual Health Check</u></b></p> <p><b>Digital GP</b> - receive the guidance you need from an NHS-registered private GP through the app and usually get an appointment within 24 hours. You and your eligible family members can access up to three 20-minute video consultations a year between you (including wrap-up time). Video consultations are bookable any day of the week between 8am and 8pm. Please use this service for non-COVID-19 related illnesses or questions.</p> <p><b><u>Watch this short video on Digital GP</u></b></p> <p><b>Nutritional Consultations</b> - up to six 30-minute consultations with a nutritionist each year, shared between you and your eligible family members. It offers advice and guidance on optimal eating plans, how to change your relationship with food and breaking bad habits. <b><u>Watch this short video on Nutritional Consultations</u></b></p> <p><b>Mental Health Consultations</b> - to help with many types of issues, from workplace stress to money worries, big life changes and more. Includes bereavement support for the unfortunate times when you need it. Access to 6 mental health and 6 bereavement consultations</p>	<p>Registering for the Aviva DigiCare+ Workplace app:</p> <p>Download the Aviva DigiCare+ Workplace app from the App Store or Google Play.</p> <p>To register, use your personal email (not your SBC one) and enter the pin number which is <b>8245</b>.</p>

Resource	Description	Link / Contact Information
	<p>per year can be shared between you and your eligible family members.</p> <p><b><u>Watch this short video on Mental Health Consultations</u></b></p> <p><b>Second Medical Opinion</b> - for an expert opinion on your initial diagnosis and treatment plan, two expert Second Medical Opinions per year are available to be shared between you and your eligible family members. These are UK based clinicians.</p> <p><b><u>Watch this short video on Second Medical Opinion</u></b></p> <p><b>Wellbeing Library</b> - you'll find sections offering helpful support on all kinds of situations, from family and relationships, money or work, mental or physical health conditions. Whatever's on your mind, you can find information to help you deal with it.</p> <p><b><u>Take a look at the Wellbeing Library</u></b></p>	
<b>Togetherall</b>	<p>Togetherall is a free, anonymous, 24/7 online community where anyone aged 16+ living in the Scottish Borders can engage with peers and professionals who relate, empathise and support. We combine the power of peer support with self-care tools and around-the-clock, proactive supervision by BACP member (or equivalent) practitioners and clinicians.</p>	<p>Website links:  <a href="#"><b><u>Here</u></b></a>  <a href="#"><b><u>Here</u></b></a></p> <p>Togetherall Video: <a href="#"><b><u>Here</u></b></a></p> <p>Email: <a href="mailto:theteam@togetherall.com"><b><u>theteam@togetherall.com</u></b></a></p>
<b>Kooth</b>	<p>Kooth offers free, safe and anonymous support through a variety of support methods, including: professional support from our fully qualified counsellors, self-help tools and pre-moderated community spaces. Live online counselling can be accessed 12pm-10pm Monday to Friday and 6pm-10pm Saturday-Sunday, with all of our other features available 365 days of the year 24/7. It is available for all 10 to 18 year olds (up to the 19th birthday) in the Scottish Borders.</p>	<p>Website links:  <a href="#"><b><u>Home - Kooth</u></b></a></p>

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# FINANCIAL WELLBEING

Resource	Description	Link / Contact Information
<b>Citizens Advice Scotland</b>	Debt and money advice.	Website: <a href="http://www.citizensadvice.org.uk/scotland/debt-and-money">www.citizensadvice.org.uk/scotland/debt-and-money</a>
<b>Money Advice Service</b>	Free and impartial money advice.	Website: <a href="http://www.moneyhelper.org.uk/en?source=mas#">www.moneyhelper.org.uk/en?source=mas#</a>
<b>Step Change Debt Charity</b>	Free online debt advice.	Website: <a href="http://www.stepchange.org/start.aspx">www.stepchange.org/start.aspx</a>
<b>NHS Borders Money Worries App</b>	NHS Borders Money Worries App contains a digital directory with information about support services available nationally and locally in the Scottish Borders. The user-friendly design and content are divided into four key areas; Money, Health, Housing and Work. Once you have downloaded the app, just click on one of these sections to obtain valuable advice and relevant contacts that can help you access support. There is also useful information on a variety of issues ranging from advice on energy saving, debt and health problems or disabilities at work; to more urgent help with emotional distress and social care services.	Link: <a href="http://www.nhsborders.scot.nhs.uk/patients-and-visitors/our-services/children-young-peoples-services-directory/health-improvement-team/money-worriesapp/?fbclid=IwAROST6T6lcFZGtUAwW-zjShFOOTGYrZGPt0-dsBSKr80D7iQMvmmmS51fVA">http://www.nhsborders.scot.nhs.uk/patients-and-visitors/our-services/children-young-peoples-services-directory/health-improvement-team/money-worriesapp/?fbclid=IwAROST6T6lcFZGtUAwW-zjShFOOTGYrZGPt0-dsBSKr80D7iQMvmmmS51fVA</a>

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# PHYSICAL ACTIVITY

Resource	Description	Link / Contact Information
<b>Jog Scotland</b>	Jogging can be a good way to get your body moving and there are lots of good routes in the Scottish Borders and many supportive groups.	Visit <a href="http://www.jogscotland.org.uk">www.jogscotland.org.uk</a> for information on local running and jogging groups.
<b>Live Borders</b>	Live Borders has six swimming pools, six gyms and over 100 weekly fitness classes all across the Scottish Borders	Website: <a href="http://www.liveborders.org.uk">www.liveborders.org.uk</a>
<b>Move More</b>	Move More offers a free physical activity programme for people affected by cancer. It is offered by Macmillan in partnership with Live Borders.	Phone 01896 661166 for further information.
<b>NHS</b>	Fitness videos	Website: <a href="http://www.nhs.uk/conditions/nhs-fitness-studio">www.nhs.uk/conditions/nhs-fitness-studio</a>
<b>Walk It</b>	Walk It aims to improve health in the Scottish Borders by encouraging people to walk. Walks last around 60 minutes and finish up with refreshments. All ages and abilities are welcome and many of the walks are also Dementia Friendly and/or Macmillan Friendly.	<b><u>Visit Walk It walks   Scottish Borders</u></b> Council for further information about local walks.

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# SLEEP

Resource	Description	Link / Contact Information
<b>NHS Fitness Studio</b>	Bedtime meditation session - available on the NHS Fitness Studio.	Website: <a href="https://www.nhs.uk/conditions/nhs-fitness-studio/bedtime-meditation">www.nhs.uk/conditions/nhs-fitness-studio/bedtime-meditation</a>
<b>Mental Health Foundation</b>	Information on how to sleep better.	Website: <a href="https://www.mentalhealth.org.uk/publications/how-sleep-better">www.mentalhealth.org.uk/publications/how-sleep-better</a>
<b>NHS Inform</b>	Interactive online self-help guide on sleep problems and insomnia.	Website: <a href="https://www.nhsinform.scot/illnesses-and-conditions/mental-health/mental-health-self-help-guides/sleep-problems-and-insomnia-self-help-guide">https://www.nhsinform.scot/illnesses-and-conditions/mental-health/mental-health-self-help-guides/sleep-problems-and-insomnia-self-help-guide</a>
<b>Sleepio</b>	A free online personalised digital programme to help improve poor sleep.	Website: <a href="#">Sleepio</a>

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# SB LEARN – SELF DEVELOPMENT & RESOURCES

Resource	Description	Link / Contact Information
<b>SBLearn</b>	<p>Staff online learning platform.</p> <p>As well as many Video Arts on the topics of motivation, wellbeing, positivity, mindfulness and resilience at work, SBLearn has various resources to support your Personal Development.</p> <p>Resource tiles dedicated to these can be found on the home page or use key words in the search bar to bring up any resources.</p>	<p>You can access by visiting <b><u><a href="#">SBLearn</a></u></b></p> <p><b>SBLearn First Time Log in Procedure</b></p> <ul style="list-style-type: none"> <li>• Select the link or type the address into your browser <b><u><a href="https://app.tessello.co.uk/ScottishBorders">https://app.tessello.co.uk/ScottishBorders</a></u></b></li> <li>• Use your employee number as your user id.</li> <li>• Your Password will be your Surname, case sensitive, use Initial Capital/s) i.e. Smith, MacDonald, McDonald, Smith-Jones.</li> <li>• Create a new password.</li> <li>• Set up a favourite question and answer.</li> </ul> <p>SBLearn resources open up as pop ups, so either, allow pop-ups or add an exception from <b><u><a href="https://app.tessello.co.uk">https://app.tessello.co.uk</a></u></b> in your browser. (Please note School IPads do not allow users to allow pop ups and you will need to use an alternative device.)</p> <p>Contact the eLearning Service Desk on 01835 825185 or email <b><u><a href="mailto:elearningservicedesk@scotborders.gov.uk">elearningservicedesk@scotborders.gov.uk</a></u></b> if you have any issues logging in or with a resource.</p>

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# SOCIAL CARE

Resource	Description	Link / Contact Information
<b>The Social Work Professional Support Service</b>	The Social Work Professional Support Service offers peer to peer support for all social workers and social work students across Scotland to talk through issues and develop their career, by getting support from a trained peer.	Website: <a href="https://www.basw.co.uk/social-work-professional-support-service-sasw">https://www.basw.co.uk/social-work-professional-support-service-sasw</a>
<b>Social Worker Wellbeing and Working Conditions Good Practice Toolkit</b>	This toolkit is aimed at accelerating action across all parts of the workplace. It is built on the principle that improvement in organisations – for staff and for the people we serve – often needs everyone involved to work together, and that social workers in practice can be empowered to shape change and use their professional agency and power, individually and collectively.	Website: <a href="https://www.basw.co.uk/social-worker-wellbeing-and-working-conditions">https://www.basw.co.uk/social-worker-wellbeing-and-working-conditions</a>
<b>SSSC – Scottish Social Services Council</b>	The Scottish Social Services Council (SSSC) is the regulator for the social service workforce in Scotland.  Their work means the people of Scotland can count on social services being provided by a trusted, skilled and confident workforce	Website: <a href="https://www.sssc.org">SSSC</a>
<b>CELCIS – Centre for Excellence for Children’s Care and Protection</b>	CELCIS is a leading improvement and innovation centre in Scotland.  They improve children’s lives by supporting people and organisations to drive long-lasting change in the services they need, and the practices used by people responsible for their care.	Website: <a href="https://www.celcis.org/">https://www.celcis.org/</a>

Resource	Description	Link / Contact Information
<b>Iriss - Online Learning Materials</b>	Web-based learning resources on a range of topics to support the social services workforce.	Website: <b><u><a href="#">Iriss</a></u></b>
<b>The Care Inspectorate - The Hub</b>	The Care Inspectorate is a scrutiny body which supports improvement.  They look at the quality of care in Scotland to ensure it meets high standards. Where they find that improvement is needed, they support services to make positive changes. Their vision is that everyone experiences safe, high-quality care that meets their needs, rights and choices.	Website: <b><u><a href="#">The Care Inspectorate</a></u></b>
<b>NHS Education for Scotland - Turas</b>	Turas is NHS Education for Scotland's single, unified platform.	Website: <b><u><a href="https://turasdashboard.nes.nhs.scot/">https://turasdashboard.nes.nhs.scot/</a></u></b>
<b>NHS Education for Scotland</b>	NHS Education for Scotland (NES) is an education and training body and a national health board within NHS Scotland.  They are responsible for developing and delivering healthcare education and training for the NHS, health and social care sector and other public bodies. They have a Scotland-wide role in undergraduate, postgraduate and continuing professional development.	Website: <b><u><a href="https://www.nes.scot.nhs.uk/">https://www.nes.scot.nhs.uk/</a></u></b>
<b>NHS Education for Scotland - The Knowledge Network</b>	The Knowledge Network is the national knowledge management platform for health and social care in Scotland. It is developed and maintained by the Knowledge Services group at NHS Education for Scotland.  The Knowledge Network library search offers a single interface to search NHS Scotland's national collection of electronic resources (e-journals, articles and e-books) provided by NHS Education for Scotland, along with all the local NHS Scotland library collections (primarily print books).	Website: <b><u><a href="#">The Knowledge Network</a></u></b>

Resource	Description	Link / Contact Information
<b>NHS Education for Scotland - Training: Learning &amp; Skills for Health</b>	Building community capacity is a core health improvement function. NHS Scotland's "Learning and Skills for Health" training programme is for everyone; staff, partners and the wider community. Learning and Skills for Health has a specific focus on wellness and what we can all do to help build a culture of health. Health improvement training equips participants with the knowledge and skills to raise and discuss a health and wellbeing issue, with confidence, so that they can support people to make small changes which cumulatively can make a big difference. Participants come from a variety of organisations including Local Authority, NHS, Third Sector, Volunteers.	Website: <b><u><a href="#">Training: Learning &amp; Skills for Health</a></u></b>
<b>HCPC (The Social Work Scotland Health and Care Professions Council)</b>	We protect the public by regulating 15 health and care professions in the UK. <ul style="list-style-type: none"> <li>• set standards for professionals' education and training and practice;</li> <li>• approve programmes which professionals must complete to register with us;</li> <li>• keep a register of professionals, known as 'registrants', who meet our standards; and</li> <li>• take action if professionals on our Register do not meet our standards</li> </ul>	Website: <b><u><a href="http://www.hcpc-uk.org">www.hcpc-uk.org</a></u></b>
<b>Royal College of Occupational Therapists</b>	Giving members opportunities to learn, research, teach, practice and continuously improve their knowledge and skills. We also work with healthcare commissioners, political leaders and others to position occupational therapy as a solution at the heart of health and social care.	Website: <b><u><a href="http://www.rcot.co.uk">www.rcot.co.uk</a></u></b>  Resources: <b><u><a href="#">health-and-wellbeing-framework-2022.pdf (hcpc-uk.org)</a></u></b> <b><u><a href="#">health-and-wellbeing-framework--action-plan-21-23.pdf (hcpc-uk.org)</a></u></b>
<b>Ihub (Maintaining staff safety and wellbeing)</b>	Ensuring staff stay safe and well is essential to their ability to deliver the best care to patients. Providing resources and support services at pace is important to improving and maintaining staff wellbeing and morale. These innovations show a number of examples developed to maintain, monitor, and improve staff safety and wellbeing.	Website: <b><u><a href="https://ihub.scot">https://ihub.scot</a></u></b>

Resource	Description	Link / Contact Information
<b>Together – Scottish Alliance for Children’s Rights</b>	Together is an alliance of Scottish children’s charities that works to improve the awareness, understanding and implementation of the United Nations Convention on the Rights of the Child (UNCRC).	Website: <b><u><a href="#">Together</a></u></b>
<b>National Wellbeing Hub</b>	The National Wellbeing Hub is a partnership between national, local and professional bodies with a shared passion for looking after the emotional and psychological wellbeing of our country’s health and social services workers.	Website: <b><u><a href="https://wellbeinghub.scot/">https://wellbeinghub.scot/</a></u></b>
<b>Briefing Paper: Supporting the Learning Needs of the Scottish Workforce: Mental Health, Self-Harm and Suicide Prevention June 2022</b>	This briefing provides a summary of the resources available to support the learning needs around mental health, self-harm and suicide prevention of the Scottish workforce. It is aimed at commissioners, learning and development leads, workforce planners as well as individual staff who are working in all sectors in Scotland. These free digital resources are already being used across Scotland with continued interest from a wide range of agencies and individuals.	Link:  Access to the resources outlined in this document can be found via <b>TURAS</b> : <ul style="list-style-type: none"> <li>• Register for Turas Learn Account here</li> <li>• Register for an account (Top of page) and create an account</li> <li>• You will receive an e-mail notification asking you to follow a link to set your password to activate your account.</li> <li>• Log in and open Turas Learn application to use the links below to access our learning resources</li> </ul>
<b>Anna Freud: National Centre for Children and Families</b>	Anna Freud Centre is a world leading charity for children and families, and has developed and delivered pioneering mental health care for over 60 years.	Link: <b><u><a href="#">Anna Freud National Centre for Children and Families</a></u></b>
<b>CoramBAAF: Adoption &amp; Fostering Academy</b>	CoramBAAF is an independent membership organisation for professionals, foster carers and adopters, and anyone else working with or looking after children in or from care, or adults who have been affected by adoption. It is a successor organisation to the British Association for Adoption and Fostering (BAAF).	Link: <b><u><a href="https://corambaaf.org.uk/">https://corambaaf.org.uk/</a></u></b>

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# SUICIDE PREVENTION

Resource	Description	Link / Contact Information
<b>SOB -Support for People Bereaved by Suicide</b>	The Support for People Bereaved by Suicide (SOBs) national helpline is open to anyone over 18 who has been bereaved by suicide.	Phone: 0300 111 5065. It is available every day 9am-9pm.
<b>Samaritans</b>	If you are feeling suicidal or suspect that someone you know is considering suicide, contact Samaritans.	Phone: 0116 123 (24 hours)
<b>Breathing Space Helpline(s)</b>	If you are feeling suicidal or suspect that someone you know is considering suicide, contact Breathing Space.	Phone: 0800 83 85 87 (lines open 24 hours at weekends and 6pm to 2am on weekdays).
<b>NHS Helpline</b>	NHS 24 - call 111: provides urgent health advice out of hours when your GP practice is closed.  It also provides a new Mental Health Hub staffed by Psychological Wellbeing Practitioners and Mental Health Nurses. This is available 24 hours, 7 days a week.	Phone: 111 (24 hours)

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# SEXUAL ASSAULT

Resource	Description	Link / Contact Information
<b>NHS Sexual Assault Response Coordination Service (SARCS)</b>	This leaflet provides information on how to Self-refer to a Sexual Assault Response Coordination Service (SARCS). It provides information on accessing healthcare through NHS Scotland for anyone who has been raped or sexually assaulted.	Website Link: <a href="https://www.nhsinform.scot/turn-to-sarcs">https://www.nhsinform.scot/turn-to-sarcs</a>  Leaflet Link: <a href="https://www.gov.scot/publications/information-nhs-sexual-assault-response-coordination-service-sarcs/documents/">https://www.gov.scot/publications/information-nhs-sexual-assault-response-coordination-service-sarcs/documents/</a>
<b>NHS: Help After Rape and Sexual Assault</b>	If you've been sexually assaulted it's important to remember that it was not your fault. Sexual violence is a crime, no matter who commits it or where it happens.  Don't be afraid to get help. There are services that can help if you've been sexually assaulted, raped or abused.	Link: <a href="https://www.nhs.uk/live-well/sexual-health/help-after-rape-and-sexual-assault/">https://www.nhs.uk/live-well/sexual-health/help-after-rape-and-sexual-assault/</a>  Additional Links to Voluntary Organisations: <a href="#">Rape Crisis</a> , <a href="#">Women's Aid</a> , <a href="#">Victim Support</a> , <a href="#">The Survivors Trust</a> or <a href="#">Male Survivors Partnership</a>
<b>National Domestic Abuse Helpline</b>	You don't have to report the assault to the police if you don't want to. You may need time to think about what has happened to you.	Phone Number: 0808 2000 247 (24-hour)
<b>Rape Crisis National Freephone Helpline</b>		Phone Number: 0808 802 9999 (12 to 2.30pm and 7 to 9.30pm every day of the year)

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# VOLUNTEERING

Resource	Description	Link / Contact Information
<b>Volunteering with Scottish Borders Council</b>	<p>As part of the Employee Volunteering Policy approved in April this year, staff are now eligible to take up to two days of paid leave for volunteering a year.</p> <p>There are a number of ways you can get involved in volunteering, including those available through Volunteer Centre Borders.</p> <p>More information is available on the VCB staff volunteering guidance published to the staff pages of the website.</p>	<p>Website: <a href="#"><u>Employee Volunteering Policy</u></a></p> <p><a href="#"><u>Volunteer Centre Borders</u></a></p> <p><a href="#"><u>SBC Staff Pages</u></a></p>

## EMPLOYEE WELLBEING & HEALTH HANDBOOK

# RETIREMENT

Resource	Description	Link / Contact Information
<b>Affinity</b>	<p>We are pleased to be able offer places on some short online courses focusing on pre-retirement planning and pension tax allowances. The sessions are being run by Affinity Connect, a financial education company, and will be delivered remotely.</p> <p>1. The pre-retirement course is perfect for anyone thinking about retirement or who is already at the planning stages. During the course you'll learn how to:</p> <ul style="list-style-type: none"> <li>• Help plan for the lifestyle changes ahead</li> <li>• Maximise the benefits of your State and workplace pensions</li> <li>• Make the most of your tax-free cash</li> <li>• Understand the income options available from your pension</li> <li>• Achieve your retirement goals</li> </ul> <p>2. The understanding annual and lifetime allowances course will help you understand the potential impact of the Annual Allowance (AA) and Lifetime Allowance (LTA) and explain what these limits are and how they may affect you.</p> <ul style="list-style-type: none"> <li>• The course will provide information on how to:</li> <li>• Identify if you are impacted by the AA or LTA</li> <li>• Fully utilise the allowances available to you</li> <li>• Discover the options available if you are impacted</li> <li>• Plan for tax charges that may be due</li> </ul>	<p>Websites:                      Retirement -  <a href="https://affinityconnect.event-registration.co.uk/events/scot...">https://affinityconnect.event-registration.co.uk/events/scot...</a></p> <p>AA&amp;LTA -  <a href="https://affinityconnect.event-registration.co.uk/events/scot...">https://affinityconnect.event-registration.co.uk/events/scot...</a></p>

You can get this document on audio CD, in large print, and various other formats by contacting us at the address below. In addition, contact the address below for information on language translations, additional copies, or to arrange for an officer to meet with you to explain any areas of the publication that you would like clarified.

#### HUMAN RESOURCES

Scottish Borders Council | Headquarters | Newtown St Boswells  
MELROSE | TD6 0SA  
email: [askHR@scotborders.gov.uk](mailto:askHR@scotborders.gov.uk)

