



let's end mental health discrimination

# The Time to Change Organisational Pledge . . . the next steps

It's great you would like to sign the Time to Change Pledge and we can't wait for you to join the movement to bring about social change.

## About the Time to Change Pledge

To drive long term change, we are working with organisations to deliver campaign activity to their networks and communities. We are inviting organisations to take the Time to Change Pledge to begin this journey. By pledging, you will be aligning your organisation with a major national movement for change. As an organisation, pledging to support Time to Change is a display of your drive to be active in tackling mental health stigma and discrimination in your workplace. Importantly, it shows that this commitment has support from the top - helping to inspire the culture of your organisation.

**In order to begin processing your Pledge request please complete this document and return to us.  
If your action plan is still draft at this stage it's not a problem. You can add to and develop your plan at any stage.**

**Stage 1:** Is this right for you?

**Stage 2:** Get senior support

**Stage 3:** Complete your Pledge action plan (this document) and website summary about what the Pledge means to your organisation

**Stage 4:** Tell us about the Pledge signing event (this document)

**Stage 5:** Send the document to us with your **high res jpeg logo** and we will confirm receipt

**Stage 6:** After your Pledge - put your action plan in motion!



# Your Pledge action plan

The Pledge you are taking is not a measure of attainment or success; the Pledge is purely an aspiration. It is a statement of your organisation's intent to work towards improvement and therefore we want to know what you are aiming to do to, to support these aspirations. Completing a Pledge action plan will also help you transform your aspirations into tangible activity, helping to make them a reality.

And don't worry – we aren't asking for loads of action; obviously the more you do the better but we appreciate that sometimes these things start small and build momentum. So whether you're planning an internal campaign or rolling out a few staff awareness events using Time to Change materials then that is fine; all we want to see is that the Pledge is alive and meaningful within your organisation.

## Why do we want an action plan?

While neither a quality mark nor endorsement, for a Pledge to have real value, it should lead to some practical action. Your action plan document will not be shared with anyone outside of Time to Change but we need to see that you are serious about being active in the campaign to ensure the Time to Change Organisational Pledge maintains its value.

## Ideas for your action plan

To develop your commitment to the campaign you could consider activity such as the following:

- Run an internal campaign using your communications platforms and Time to Change artwork and other collateral
- Run a Time to Change healthcheck on your organisation <http://time-to-change.org.uk/healthcheck>
- Run Time to Change roadshow event with our event pack to raise awareness with staff
- Create a support network for staff with lived experience of mental health problems
- Create a line manager mentoring scheme to ensure managers feel confident to offer support and profile examples of good practice
- Provide Mental health awareness or Mental Health First Aid training for all staff
- Sign the Mindful Employer charter [www.mindfulemployer.net](http://www.mindfulemployer.net)



## Pledge action plan template

Activity description	Internal lead (include contact details)	Timescale	Time to change resources	Performance indicator (optional)
Awareness raising campaign through internal communications/website/posters/leaflet	Bertille Calinaud Diversity Manager Tel: 0208 882 5585	First Event: Mental Health Week On going	TTC Leaflets and posters, TTC advert for intranet	
Training for frontline staff and line managers	Niall Morrissey 0207 882 7359	Summer 2014		Train 50% of all frontline staff dealing with students
Collaborate with Students Union (SU) for Mental Health Week activities	VP Welfare, 0207 882 8039 <a href="mailto:vpwelfare@qmsu.org">vpwelfare@qmsu.org</a>  Rukasana Bhaijee, Diversity Assistant, 0207 882 5519, <a href="mailto:r.bhaijee@qmul.ac.uk">r.bhaijee@qmul.ac.uk</a>	February 2014	TTC Pledge board Posters and leaflets, TTC advert via internet and social media	Successful awareness raising activities Record attendees and monitor feedback
Schedule a TTC Health check Audit, this will provide the university the opportunity to reflect and prepare future actions.	Rukasana Bhaijee Diversity Assistant, 0207 882 5519, <a href="mailto:r.bhaijee@qmul.ac.uk">r.bhaijee@qmul.ac.uk</a>	August 2014	TTC Healthcheck	Have a plan in place and implement.

Work with Students Union and Mental Wealth Society to produce a video of students' and staff who have experience of living with mental health	Rukasana Bhaijee Diversity Assistant, 0207 882 5519, r.bhaijee@qmul.ac.uk  VP Welfare, 0207 882 8039 <a href="mailto:vpwelfare@qmsu.org">vpwelfare@qmsu.org</a>	Dec 2014		Videos available on university website
Collaborate with SU re Mental Health Blog to add staff stories to the site.	Rukasana Bhaijee Diversity Assistant, 0207 882 5519, r.bhaijee@qmul.ac.uk  VP Welfare, 0207 882 8039 <a href="mailto:vpwelfare@qmsu.org">vpwelfare@qmsu.org</a>	On-going		The blog is live and shared to staff via the Ebulletin to encourage all to read.
Work with local organisations to foster good public engagement and raise awareness about local services	Rukasana Bhaijee Diversity Assistant, 0207 882 5519, <a href="mailto:r.bhaijee@qmul.ac.uk">r.bhaijee@qmul.ac.uk</a>	On-going		Collaborated with local orgs on 9/10/13 for World Mental Health Day.  Build on the relationships for Mental Health Week.
By health promotion campaigns, aim to increase awareness of mental health issues, amongst staff (and students where appropriate). Also, other health issues which can affect mental health.	Melanie Philips Occupational Health Manager 0207 882 8701	On-going		