

Checklist of Workplace Practice

| Question | Yes / Partially / No | Resources available to help you with this |
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| Do your staff have access to regular supportive supervision where their wellbeing is a normal part of discussion? Can they choose to increase the regularity of this if needed? | | Skills for Care: Supervision Guide https://www.skillsforcare.org.uk/Leadership-management/managing-people/supervision/Supervision.aspx (written for those working in Adult Social Care but transferable to other contexts) |
| How effective do your staff members feel this supervision is? How do you know? | | Evaluating Managers https://emplify.com/blog/how-to-evaluate-your-managers-performance/ |
| Have your staff members been encouraged and supported to develop and prepare their own self care plans for when these might be needed? Are these ever reviewed? | | https://www.changingfaces.org.uk/adviceandsupport/self-help/adults/self-care-planning https://www.verywellmind.com/self-care-strategies-overall-stress-reduction-3144729 |
| Do you have a bereavement policy that addresses leave entitlement, legal obligations and a workplace culture that is supportive and flexible in responding to grief and loss? | | Scottish Bereavement Friendly Workplaces Toolkit: https://www.goodlifedeathgrief.org.uk/content/workplace_employers_prepare/ Grief at Work: developing a bereavement policy https://hospicefoundation.ie/wp-content/uploads/2012/05/GriefatWork.pdf UNISON Compassionate Leave Guide https://www.goodlifedeathgrief.org.uk/content/workplace_employers_policy/ ACAS: time off for bereavement https://www.acas.org.uk/time-off-for-bereavement Bereavement Policy: A Guide for Employers https://www.funeralguide.co.uk/bereavement-at-work/employer |
| Have all members of your workplace been involved in developing/reviewing the bereavement policy? | | |
| Are all members of your workplace familiar with the policy? Do they know where to access it when needed? | | |
| Are you able to become a Compassionate Employer? | | Hospice UK Compassionate Employers Programme https://www.hospiceuk.org/what-we-offer/compassionate-employers |
| Have you reviewed possible workplace adjustments that could be made to support a staff member who is grieving? Are line managers able to use their discretion to offer these? Is there flexibility around when bereavement leave can be taken? | | See below |
| Does your workplace have an up to date contingency plan that includes, amongst other things, staff absence and sudden loss of a staff member? Have all relevant people been involved in this process, including board members and the employees themselves? | | Considerations for succession planning https://www.thesundaily.my/business/when-tragedy-strikes-having-a-succession-plan-helps-businesses-to-rise-above-the-grief-YX1167054 The essentials: Continuity Planning https://www.thirdsector.co.uk/essentials-continuity-planning-prepare-worst/article/614620 SCVO: Continuity Planning for Coronavirus https://scvo.org.uk/p/36002/2020/03/17/business-continuity-during-the-covid-19-pandemic |