

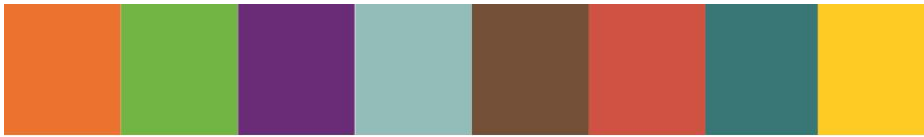
# Workforce Wellbeing Guidance

School Version July 2019

**LIVE | FEEL**  
**Better | Better**

Do it for YOU ... Do it for YOUR future!

**Bury**  
COUNCIL



## Welcome

Dear Colleagues

The following information has been put together to provide a number of supportive measures to support and improve our health and wellbeing. As an organisation wellbeing is important to us and we are committed to tackling barriers people may have to achieving a happier and healthier lifestyle.

Workforce Wellbeing is an important part of supporting our employees' wellbeing. We have a clear strategy of how we want to achieve this and want to work towards having a happier and more productive workforce. Our strategy can be viewed under the following link via the intranet:

<http://intranet/index.aspx?articleid=13564>

This information aims to support individuals and utilise policies and procedures, internal and external support to provide a detailed action plan on necessary steps to support their wellbeing. This document has been written by the Workforce Wellbeing Advisor and has been reviewed and approved by the Healthy Workforce Strategy Group.

If you have any particular feedback on the services or the document please send an e-mail to [LiveBetterFeelBetter@bury.gov.uk](mailto:LiveBetterFeelBetter@bury.gov.uk)

Best Wishes

Tom Gleaves  
Workforce Wellbeing Advisor





## Disclaimer

The Workforce Wellbeing Guidance is a reference tool to use and signpost to relevant support services to improve the health and wellbeing of individuals. The guidance references policies and procedures, internal support, external organisations as well as specified local and national support to offer employees varied approaches and choices to help themselves. Whilst the council takes reasonable care to ensure the accuracy of the information referenced within the guidance it does not accept any liability or responsibility for:

- The accuracy of the information received from external providers and organisations.
- The suitability of services for a particular purpose.
- The content on external websites or content on the Bury Directory (please see Bury Directory Disclaimer).
- The quality of services referenced.

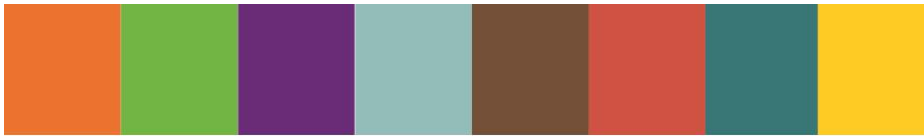
### Please Note:

- We do not promote or endorse any of the services listed in the Workforce Wellbeing Guidance.
- Anyone seeking to use or access these services does so at their own risk and should make all appropriate enquiries about fitness for purpose and suitability to meet their needs.
- Not all groups/activity providers are required to be registered and these groups may not be regulated in any way.
- Checks should be carried out by anyone using these services to make sure that the service has adequate policies and procedures in place.
- Services have a responsibility to be open and welcoming and to share information about themselves and their activities.
- Bury Council will not be held responsible or liable for any loss, damage or inconvenience caused as a result of any inaccuracy or error within the information listed nor for the acts or omissions of any of the providers of the services.



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## Physical Health & Wellbeing

### 1. Bury Council Policies & Procedures

- Workforce Wellbeing Strategy - <http://intranet/index.aspx?articleid=13564>
- Physical Activity & Sport Strategy 2015-2020 - <https://councildecisions.bury.gov.uk/documents/s8584/Physical%20Activity%20and%20Sport%20Strategy.pdf>

### 2. Bury Council's Internal Physical Health & Wellbeing Offer

- Helping Yourself to Wellbeing. 0161 253 7922. [HY2W@bury.gov.uk](mailto:HY2W@bury.gov.uk)

Helping Yourself to Wellbeing (HY2W) is a seven week course designed to provide people with the knowledge, skills and tools to improve their health and wellbeing. It aims to provide them with the confidence and motivation to set realistic goals for making changes to their lifestyle. The course runs for two hours a week for 7 consecutive weeks; to gain the most benefit from the course attendance at all sessions is recommended. The course does not operate on a drop in basis.

- RSPH Understanding Health Improvement. (Chargeable) 0161 253 7999. [RSPH@bury.gov.uk](mailto:RSPH@bury.gov.uk)

#### **RSPH (Royal Society for Public Health) Understanding Health Improvement**

##### **Level 2 Award**

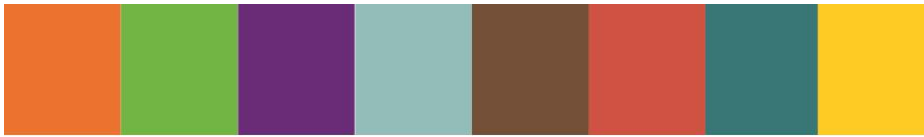
This is a nationally recognized Level 2 course that introduces participants to factors influencing health and wellbeing and how to help people make lifestyle changes which improve their health.

##### **Who would benefit from this course?**

The qualification is aimed at all employees with an interest in the health and wellbeing of their staff, colleagues, customers and client groups.

##### **Learning Outcomes**

- Understand inequalities in health, both nationally and locally
- Have knowledge of key health messages
- Understand basic communication skills and how they can support health messages
- Understand the need for confidentiality



- How to help people access further assistance toward adopting and maintaining a healthier lifestyle

- Bury Leisure – Active Lifestyle Staff Membership (Discounted). 0161 253 7530. [buryleisure@bury.gov.uk](mailto:buryleisure@bury.gov.uk)

As a Bury Council employee or as an employee in a maintained Voluntary Aided School you can take advantage of our exclusive value for money staff membership package. You can pay £22 per month deducted directly from your salary (a saving of £7.50 per month on a standard priced membership which is currently £29.50).

### **How do I take out a membership?**

**To take out a monthly direct debit membership:** Bring your proof of employment to any Bury Leisure Sports Centre.

### **What does Active Lifestyle staff membership include?**

Active Lifestyle staff membership is an all-inclusive membership package. As a member you get access to:

- state-of-the-art gym facilities
- free gym induction
- free personal exercise programme
- swimming and aqua aerobics
- studio classes (there are more than 60 per week)
- racquet sports (squash, badminton, table tennis)

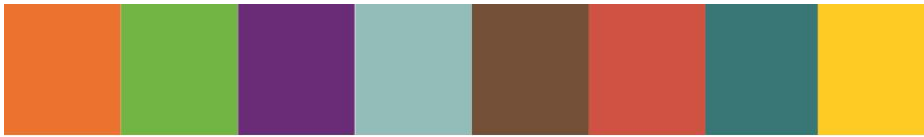
As a member you can use the facilities at all three Bury Leisure sports centres:

- Castle Leisure Centre, Bolton Street, Bury
- Radcliffe Leisure Centre, Spring Lane, Radcliffe
- Ramsbottom Pool & Fitness Centre, Porritt Way, Ramsbottom.

- Sport & Physical Activity Service (SAPAS). 0161 253 5893. [sports.development@bury.gov.uk](mailto:sports.development@bury.gov.uk)
- I Will If You Will. 0161 253 5893. [iwillifyouwill@bury.gov.uk](mailto:iwillifyouwill@bury.gov.uk)  
[www.iwillifyouwill.bury.gov.uk](http://www.iwillifyouwill.bury.gov.uk)

I Will If You Will (IWIYW) is all about helping the women and girls of Bury to get more active, more often and have fun while they do it.

Funded by Sport England and delivered by Bury Council, IWIYW is about women getting together and trying something new.



The IWIYW website is full of real life stories from the women of Bury, tips to help you get active whatever your age, ability or fitness level, plus there's over 100 activities to choose from - there's bound to be something to suit you!

Log on to [www.iwillifyouwill.co.uk](http://www.iwillifyouwill.co.uk) and sign up to create your own profile - this is your own personal hub to set yourself a goal and log all your active minutes to see how far you've come.

- Bury Exercise & Therapy Scheme (BEATS) 0161 253 6668.  
[beats@bury.gov.uk](mailto:beats@bury.gov.uk)

BEATS is an exercise referral scheme for people with a recurring illness or medical condition who would benefit from a personal exercise programme. It is a partnership between NHS Bury and Bury Leisure. Doctors, practice nurses and specialist health professionals within Bury refer suitable patients to join the BEATS programme.

BEATS is a twelve month programme with a close supervision period for the first twelve weeks. Patients referred to BEATS get advice and support on how to improve their general health and wellbeing through physical activity. This can take place at home, outdoors or at a local leisure facility.

BEATS is a free service which is able to offer discounted rates at Bury Leisure sports facilities at Castle Leisure Centre, Radcliffe Leisure Centre and Ramsbottom Pool and Fitness Centre.

### **Who is BEATS for?**

BEATS is intended for people who have:

- a chronic heart condition
- a chronic musculo-skeletal condition and is currently not exercising
- diabetes
- a mental health condition
- COPD (Chronic Obstructive Pulmonary Disorder); or
- a BMI over 30; and
- are registered with a doctor's surgery in the borough of Bury; and
- Are over the age of 16.

### **What are the benefits of BEATS?**

Physical activity has a key role to play in improving health and wellbeing. Participating in a personal exercise programme can lead to the following benefits:

- Improved circulatory system.



- Controlled blood pressure.
- Controlled cholesterol levels in your blood.
- Increased muscular and bone strength.
- Improved mobility.
- Reduced stress and depression.
- Healthy weight management.
- Improved quality of life.

### **How can I get access to BEATS?**

If you think you may be eligible for a referral to BEATS you should discuss this with your doctor, practice nurse or specialist health professional. They can refer you directly to BEATS after which you will be asked to telephone the BEATS office to make an appointment with one of our exercise referral officers.

### **Which specialist health services can refer into BEATS?**

Cardiac and Spinal Rehabilitation; COPD (Chronic Obstructive Pulmonary Disorder); Diabetes Nurses; Mental Health Team; Physiotherapists; Rheumatology; and Strokes Services.

- Wellbeing Timetable.  
<https://www.bury.gov.uk/CHttpHandler.ashx?id=18521&p=0> 0161 253 7000.
- Expert Patient Programme. <http://intranet/index.aspx?articleid=13673>

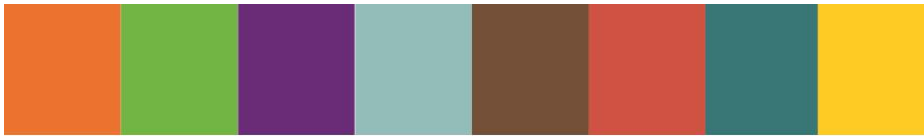
This programme is informal, friendly and informative, and for many people it can be life changing.

Subject to the approval of your Head Teacher will attend sessions lasting 2½ hours, 1 day a week for 6 weeks.

We will cover:

- Dealing with pain and fatigue
- Managing low mood, stress, anxiety and depression
- Coping with feelings of anger and frustration
- Relaxation techniques and better sleep
- The importance of physical activity and ways to keep active
- Healthy eating and weight management
- Decision making, problem solving and planning for your future
- How to communicate more effectively with family, friends and healthcare teams.





The Programme can help you:

- Meet others and share your own experiences with them
- Learn new skills, tips and ideas to make your life easier and help you feel better
- Use your new skills and knowledge to lead a full life
- Think positively and be motivated in the day-to-day management of your condition.
- If you would like to increase your confidence and develop a greater sense of control over important aspects of your life, you can refer yourself to the Expert Patient Programme

Call the Lifestyle Service on: 0161 253 7554 Email: [LifestyleService@bury.gov.uk](mailto:LifestyleService@bury.gov.uk)

- Health Surveillance (Occupational Health – subject to SLA agreements) <http://intranet/index.aspx?articleid=12531>

Health surveillance is systematically watching for early signs of work related ill health in employees exposed to certain health risks as part of their role.

The council has a duty to carry out health surveillance if managers have identified a risk to their employee within their role or work environment. The starting point is a **risk assessment**.

### **Types of health surveillance**

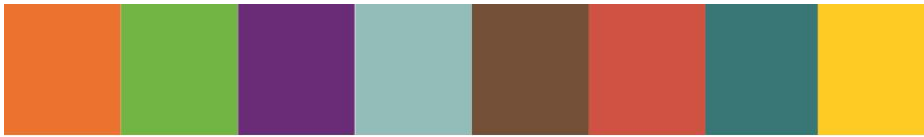
Where the risk remains the council will need to take further steps, one of which is to consider health surveillance.

Whilst there are numerous types of health surveillance, the specific test required will depend on the findings of the risk assessment you have carried out.

- Lung Function Test - Exposure to harmful chemicals, vapours, mists and dusts.
- Hearing Test - Employees exposed to noise
- Skin Checks - Employees exposed to oils and other potentially harmful chemicals.
- Hand Arm Vibration Syndrome Checks - Employees exposed to vibrating tools
- Vision Screening - Employees who are Display Screen Equipment Users

### **Mandatory health surveillance**

The purpose of health surveillance is to:



- Protect the health of the individual
- Detect any adverse health effects at an early stage
- Assist in the evaluation of control measures
- Assist management in complying with statutory health and safety legislation

Health surveillance is a requirement under the following regulations:

- The Control of Substances Hazardous to Health 2002 (COSHH)
  - The Control of Noise Regulations 2005
  - The Control of Vibration at Work Regulations 2005
- Occupational Health Service (subject to SLA). – Physiotherapy available in work time (and also outside of normal working hours). Subject to manager approved and service budget.

Occupational Health is a specialist branch of medicine focusing on health within the work place. It is concerned with the physical and mental well-being of employees. Occupational health specialists provide professional, independent advice to managers and employees on issues relating to the impact of work on health, and the impact of health on the ability to work.

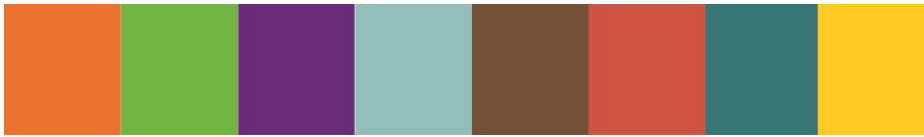
These web pages contain information on what Occupational Health is, what services are provided, how the service can assist managers and employees, and how to access the service.

The following areas are covered:

- Occupational Health Services
  - Interventions, treatment and support
  - Workplace Health Management
  - Health promotion
- Bury Lifestyle Service. Topics including; Alcohol Support, Healthy Weight Management, Nutritional Advice, Stop Smoking Support, Weight loss programme, Sleep Support. 0161 253 7554. [Lifestyleservice@bury.gov.uk](mailto:Lifestyleservice@bury.gov.uk)

A **free** personalized service supporting people to improve their health by introducing small changes such as:

- healthy eating
- weight management
- weight loss programme
- sleep quality improvement
- alcohol dependency support



- stop smoking
  - breastfeeding support
  - Expert Patient Programme Course - Improve health and wellbeing
- 
- Weigh & Go Sessions. Bury Town Hall/Whittaker Street. 0161 253 7554. [Lifestyleservice@bury.gov.uk](mailto:Lifestyleservice@bury.gov.uk)  
<http://intranet/index.aspx?articleid=13300>
  - Health related staff benefits can be found via the link below.  
<http://intranet/index.aspx?articleid=12738>

### **CSSC Sport & Leisure staff benefits**

CSSC Sport & Leisure Staff Benefits offers Bury Council employees the opportunity to join as members from £3.95 a month.

CSSC Sport & Leisure offers employees a range of opportunities including; taster days, sport events, discounted cinema tickets, taste card, English heritage membership, my savings scheme and much more! Further information about the offer can be found on [CSSC Sports & Leisure](#).

Any employees interested in joining the scheme can do so online via the link above. When joining online please select 'CSSC Staff - Alan Lewis - North West' in the 'How did you hear about CSSC?' section.

### **KAARP Staff Benefits**

To access the Kaarp web site from the web page use the following link:

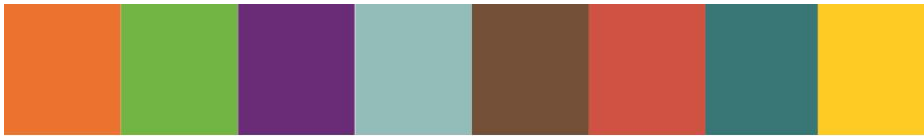
<http://intranet/index.aspx?articleid=12749>

To allow Bury Council employees to enter the web site and view the offers you will need to initially enter a username and a password. Those details are shown here:

- username: **bury**
- password: **benefits**

Please note that the username and password can be entered using lowercase or uppercase.

- Active Travel Offer. Cycle to work information.  
<http://cycling.tfgm.com/Pages/default.aspx>



Bury Council's Cycle to Work scheme is offered through Cycle scheme and is part of the Council's health and wellbeing agenda - aiming to promote a healthy workforce and reduce environmental pollution.

Through Cycle scheme employees can enter into an agreement for 12 months to loan bicycles, mainly for commuting, to the value of £1000 (including safety equipment).

Below are examples of how savings are made during the hire period for basic and higher rate taxpayers on Cycle scheme packages over a 12-month period

To be eligible, the following conditions will need to be satisfied:

- the equipment that you hire must be a bicycle or a bicycle and related safety equipment
- you must be a UK PAYE taxpayer
- you must remain in employment for the duration of the agreed "hire period"
- you must use the equipment mainly for commuting, although you are entitled to use it for other purposes
- you must be 18 years of age or over
- Your salary must not fall below the National Living Wage after deductions from salary.

At the end of the 12 month loan period the employee has three options:

- Own it later - pay a 3% or 7% deposit and extend the hire period for 36 months with no further monthly payments
- Own it now - pay an 18% or 25% fair market value fee and take ownership of the bike then and there.
- Return the bike - send the bike back to Cycle scheme.

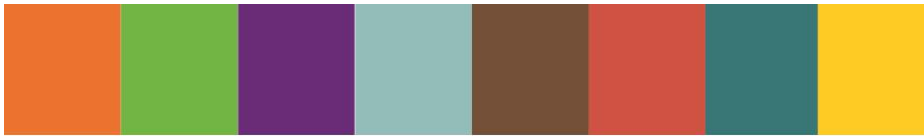
Bike storage is available at Knowsley Place and Castle Leisure Centre and information on cycle hubs, etc. can be found at [Transport for Greater Manchester - Cycle parking](#).

### **How to apply**

Employees can apply for a bike and equipment via the [Cycle scheme](#) web site using Bury's unique reference code - **c6eb4b**.

Shower and changing facilities are available at the following buildings:

- Knowsley Place
- Town Hall
- Whittaker Street
- Bradley Fold



- Castle Leisure (ID badge required)
- Ramsbottom Pool and Fitness Centre (ID badge required, lockers can only be used whilst showering)
- Radcliffe Pool and Fitness Centre (ID badge required, lockers can only be used whilst showering)

Employees can use nearby facilities even if they are not based in the actual building.

### **Salary Sacrifice can have an effect on your pension**

If you want to top-up your pension benefits you can pay additional pension contributions. You will be required to pay the full cost yourself and you can choose this option at any time whilst you are in active service. It is therefore recommended that, if you are planning to leave the Council and wish to pay APCs, you should apply to do this at least three months ahead of your leaving date. If you are planning to leave, please state this very clearly on your APC application form.

Further details on the estimated cost and how to apply are available from the [Greater Manchester Pension Fund](#) or the [Teachers' pension fund](#) if applicable.

- **Bury Libraries + Archives** <https://www.bury.gov.uk/libraries/>

Reading for as little as 6 minutes can reduce stress levels by 60%

- The Reading Agency

The health benefits of using libraries saves the NHS just under £30 million a year

Reading fiction leads to higher empathy and better relationships with others

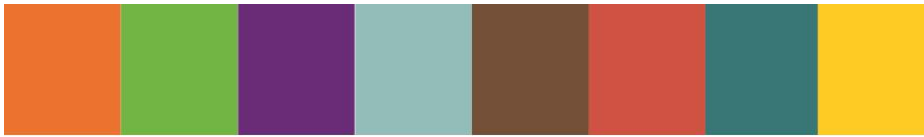
- Libraries Week 2018 <http://www.librariesweek.org.uk/facts/>

We support The Reading Agencies 'Reading Well Books on Prescription' which covers mental health, dementia, long term conditions and health issues effecting young people. Books are chosen and endorsed by health experts as well as people living with the conditions covered and their relatives/carers. [https://bury.ent.sirsiidynix.net.uk/client/en\\_GB/default/search/results?qf=BOOKLISTS%09Booklists%09HEALTH%2C%09HEALTH%2C](https://bury.ent.sirsiidynix.net.uk/client/en_GB/default/search/results?qf=BOOKLISTS%09Booklists%09HEALTH%2C%09HEALTH%2C) .

As well as supporting national health & wellbeing campaigns we are also promoting the benefits that reading for pleasure can bring. Please visit our online catalogue to view all our stock:

[https://bury.ent.sirsiidynix.net.uk/client/en\\_GB/default/](https://bury.ent.sirsiidynix.net.uk/client/en_GB/default/)

We have over 40,000 e-books and e-audiobooks which are available via our download service <https://www.bury.gov.uk/ebooks> Or if you'd like to read any of our e-magazines or e-comics, we have over 300 titles that can be read on your computer or mobile device. <https://www.bury.gov.uk/emagazines>



You may borrow an unlimited number of e-magazines to keep forever or delete them from your device when you've finished.

If you're not a library member you can join at one of our libraries <https://www.bury.gov.uk/findalibrary> or you may join online <https://www.bury.gov.uk/joinalibrary>

In addition, we offer various social activities in our libraries, such as reading groups, author visits, craft groups as well as Storytime's for little ones and their parents, where you can meet others and make new friends. Some of these groups are volunteer led. If you are interested in joining a group or becoming a volunteer, please contact your local library <https://www.bury.gov.uk/findalibrary>

### **3. Bury Directory Physical Health & Wellbeing Support**

<https://www.theburydirectory.co.uk/kb5/bury/directory/results.page?qt=physical+activity&term=&sorttype=relevancewellbeing>

### **4. Local Support**

- Bury Cancer Support Centre. 0161 764 6609.

We offer support, information and complementary therapies all in an informal atmosphere. We also offer friendship, not just from the staff but from everyone who attends the Centre. All our treatments are free and there is no limit to the number of times you can come to the Centre or to the number of treatments you can have.

- Bury Society for Blind and Partially Sighted People. 0161 763 7014. [rehab@buryblindsociety.org](mailto:rehab@buryblindsociety.org) [www.buryblindsociety.org](http://www.buryblindsociety.org)

Based five minutes' walk from Bury Bus and Tram station, our Drop in Centre is open from 10am to 4pm Monday to Friday.

A full, on-going rehabilitation support service is available for anyone who has a visual impairment, registered or non-registered. We operate a comprehensive Resource Centre with equipment to 'try before you buy'.

Services available from our Early Intervention team include, home assessment to review support and services, mobility training, daily living skills plus our Eye Talk Support programme for newly diagnosed. We offer a wide selection of Support groups e.g. Glaucoma, Macular Degeneration, Retinitis Pigmentosa support. Other services include Visual Impairment Awareness Training, Sighted Guiding techniques, Legal, Financial and Benefit support and Information and variety of social activities.



We also have a Hospital Information Service based at Fairfield Hospital Eye Clinic. Further details regarding support and our rehabilitation programme, please contact the Centre or visit our web site.

- Chai Centre Prestwich – Cancer. Confidential Helpline – 0808 808 4567.

Chai Cancer Care provides comprehensive, professional and expert services to any member of the Jewish community affected by cancer - patients, their families and friends.

Chai operates from 9 sites across the UK and clients can attend these to receive services. Clients who are unable to go to a Chai site can receive one to one services in their own homes, providing they live within geographical reach of a site.

Chai provides telephone counselling and advice services for clients not within reach of a Chai site, across the UK and internationally.

We are constantly updating and increasing our services to ensure that we meet the changing needs of our clients. We also assist clients when accessing NHS or social services care to ensure they receive the optimum services available.

Chai does not have waiting lists and will respond immediately.

Each client at Chai is given individual attention and we can ensure complete confidentiality.

All our professional staff are fully experienced, trained and accredited.

Chai does not receive any statutory funding. We do not charge our clients for our services.

- Communic8te. 0161 763 4882. [quayler@communic8tebury.co.uk](mailto:quayler@communic8tebury.co.uk)

Communic8te Bury is a local charity that supports people who are deaf, have sensory impairments or complex needs, to enjoy more independent lives.

Communic8te Bury. Is a charity for people who are deaf or hearing impaired. Today our members enjoy a variety of social, educational and life skills training services at our club. It is our sincere wish that the services we provide our members will not only enrich their lives but allow greater integration between the deaf and hearing impaired communities and the community at large.

- Parks & Countryside. <https://www.bury.gov.uk/parks/>



- Walking Routes/Walk Groups.  
<https://www.walkingforhealth.org.uk/walkfinder/north-west/bury-health-walks>
- Transport For Greater Manchester – including Active Travel Support, Commute Options, and Local Link. 0161 244 1000 [www.tfgm.com](http://www.tfgm.com)

Travel Choices for business

Access a range of exclusive initiatives, incentives and practical support to encourage sustainable commuting and business travel.

Discover the benefits

Financial savings, increased business resilience and staff retention are just some of the ways in which sustainable commuting can help your business.

## 5. National Support

- Public Health England's National One You Campaign.  
<https://www.nhs.uk/oneyou>
- The Daily Mile – Workplaces <https://thedailymile.co.uk/videos/the-daily-mile-workplace/>

Free initiative credited with making primary school pupils fitter, more resilient and more focused in lessons.





## Mental Health & Wellbeing

### 1. School Policies & Procedures

- Bury Mental Health Strategy 2013-2018  
<https://councildecisions.bury.gov.uk/Data/Health%20Scrutiny%20Committee/201303211900/Agenda/att17548.pdf>
- Workforce Wellbeing Strategy  
<http://intranet/index.aspx?articleid=13564>

### 2. Bury Council's Internal Mental Health & Wellbeing Offer

- Mindful Employer plus Programme (Charter Signatory) – Must quote Bury Council when calling.  
<http://www.mindfulemployer.net/charter/meplus/>

Confidential Staff Helpline – 0300 555 6006 24/7.

Confidential Manager Helpline – 0300 555 5002 8am-8pm 7 days a week.

- Positive Steps Bury; Supporting Anxiety & Depression (BALC). 0161 253 6830. [S.scott@bury.gov.uk](mailto:S.scott@bury.gov.uk)

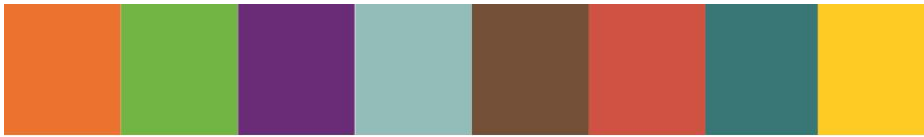
Positive Steps is a partnership between Bury Adult Learning Service, Healthy Minds (Pennine Care [NHS](#)), Creative Living Centre, ADAB and Bury Carers Centre. The project focuses on adults aged 19 and over who are experiencing mild to moderate mental health problems, such as depression, anxiety and sleep disorders

Project activities are focused on the development and delivery of informal courses to support people in their recovery.

To date the project has offered a range of courses including Arts and Crafts, Mindfulness, Healthy Eating, IT, Pottery, Helping Yourself to Wellbeing, Think Better, Feel Better

- Helping Yourself to Wellbeing. 0161 253 7922. [HY2W@bury.gov.uk](mailto:HY2W@bury.gov.uk)

Helping Yourself to Wellbeing (HY2W) is a seven week course designed to provide people with the knowledge, skills and tools to improve their health and wellbeing. It aims to provide them with the confidence and motivation to set realistic goals for making changes to their lifestyle. The course runs for two hours a week for 7 consecutive weeks; to gain the most benefit from the course attendance at all sessions is recommended. The course does not operate on a drop in basis.



- Occupational Health Service. (Subject to Schools SLA) – Counselling/Cognitive Behaviour Therapy (CBT) available in work time. Subject to manager approved and service budget.

The Occupational Health Service is able to sign post or on-ward refer employees to various services which provide interventions, treatment and support which may be helpful in supporting a range of health conditions, e.g. Counselling, Cognitive Behavioural Therapy (CBT) and Physiotherapy.

The Occupational Health Service does **not** provide any form of treatment; therefore any employee who is injured or taken ill should initially seek help from their own departmental first aider. If the situation is more urgent, then they should consult their GP, attend the local NHS Walk-in Centre or present at A&E in an emergency.

- Connect 5 Training Mental Health Core Skills Programme. Katherine Clyde/Rosemary Lomax. 0161 253 7554. [Lifestyleservice@bury.gov.uk](mailto:Lifestyleservice@bury.gov.uk)

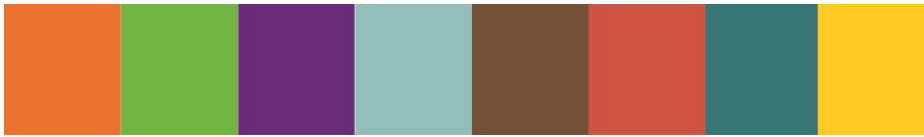
#### Aims and objectives

- Develop the skills and confidence to discuss Mental Health and wellbeing issues within daily practice
- Explain mental health and wellbeing by using specific public health models and self-help principles
- Recognise the qualities and attitudes needed to work with mental health and Wellbeing
- Identify local mental health and wellbeing resources and services that support the community.

#### Additional information

This session is designed to help participants better understand mental health, mental wellbeing and mental illness. Participants will also learn about local services and resources that enable people to help themselves. Participants will become confident to offer wellbeing advice within their everyday work role.

- Managing Health, Safety and Welfare - Stress Management <http://intranet/index.aspx?articleid=12491>
- RSPH Understanding Health Improvement. (Chargeable) 0161 253 7999. [RSPH@bury.gov.uk](mailto:RSPH@bury.gov.uk)



## **RSPH (Royal Society for Public Health) Understanding Health Improvement**

### **Level 2 Award**

This is a nationally recognized Level 2 course that introduces participants to factors influencing health and wellbeing and how to help people make lifestyle changes which improve their health.

### **Who would benefit from this course?**

The qualification is aimed at all employees with an interest in the health and wellbeing of their staff, colleagues, customers and client groups.

### **Learning Outcomes**

- Understand inequalities in health, both nationally and locally
- Have knowledge of key health messages
- Understand basic communication skills and how they can support health messages
- Understand the need for confidentiality
- How to help people access further assistance toward adopting and maintaining a healthier lifestyle.

- **Bury Libraries + Archives** <https://www.bury.gov.uk/libraries/>

*Reading for as little as 6 minutes can reduce stress levels by 60%*

- The Reading Agency

*The health benefits of using libraries saves the NHS just under £30 million a year*

*Reading fiction leads to higher empathy and better relationships with others*

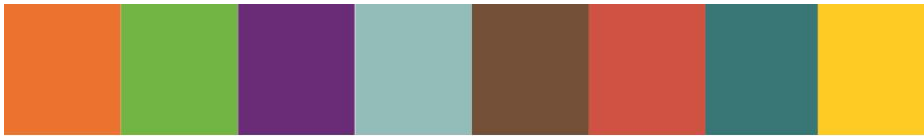
- Libraries Week 2018 <http://www.librariesweek.org.uk/facts/>

We support The Reading Agencies 'Reading Well Books on Prescription' which covers mental health, dementia, long term conditions and health issues effecting young people. Books are chosen and endorsed by health experts as well as people living with the conditions covered and their relatives/carers. [https://bury.ent.sirsiidynix.net.uk/client/en\\_GB/default/search/results?qf=BOOKLISTS%09Booklists%09HEALTH%2C%09HEALTH%2C](https://bury.ent.sirsiidynix.net.uk/client/en_GB/default/search/results?qf=BOOKLISTS%09Booklists%09HEALTH%2C%09HEALTH%2C) .

As well as supporting national health & wellbeing campaigns we are also promoting the benefits that reading for pleasure can bring. Please visit our online catalogue to view all our stock:

[https://bury.ent.sirsiidynix.net.uk/client/en\\_GB/default/](https://bury.ent.sirsiidynix.net.uk/client/en_GB/default/)

We have over 40,000 e-books and e-audiobooks which are available via our download service <https://www.bury.gov.uk/ebooks> Or if you'd like to read any of our e-magazines or e-comics, we have over 300 titles that can be read on your computer or mobile device. <https://www.bury.gov.uk/emagazines>



You may borrow an unlimited number of e-magazines to keep forever or delete them from your device when you've finished.

If you're not a library member you can join at one of our libraries <https://www.bury.gov.uk/findalibrary> or you may join online <https://www.bury.gov.uk/joinalibrary>

In addition, we offer various social activities in our libraries, such as reading groups, author visits, craft groups as well as Storytime's for little ones and their parents, where you can meet others and make new friends. Some of these groups are volunteer led. If you are interested in joining a group or becoming a volunteer, please contact your local library <https://www.bury.gov.uk/findalibrary>

### **3. Bury Directory Mental Health & Wellbeing Support**

<https://www.theburydirectory.co.uk/kb5/bury/directory/results.page?qt=mental+health&term=&sorttype=relevance>

### **4. Local Support**

- Self Help - <https://www.selfhelpservices.org.uk/> 0300 003 7029.

Self Help is a user-led mental health charity based in the North of England. Every year, one in four of us will experience a mental health problem. Self Help believe no-one should have to face this alone. We are here to provide the support, advice, tools and techniques you need to help you take control of your life.

We believe in people having a choice in mental health care and we value the experiences of those who have had a mental health difficulty at some point in their life.

A lot of our work is funded by local health authorities, who pay us to provide high quality services across the North of England. We also raise money for special projects by applying to trusts and other grant-making bodies.

- Healthy Minds – Bury. 0161 253 5704 / 0161 253 5258 <https://www.penninecare.nhs.uk/your-services/service-directory/bury/mental-health/adults/bury-healthy-minds/>

The Healthy Minds service is for people over the age of 16 years, who are registered with a GP in Bury or live in the Bury area.

We offer support and treatment for those who are experiencing symptoms such as difficulty sleeping, low mood, stress, worry or anxiety, feelings of low self-worth or panic attacks.



It can also help those dealing with the effects of a long-term health problem or chronic pain, Post Natal Depression, Obsessive Compulsive Disorder, phobias, or eating difficulties.

With help and support, these feelings and symptoms can be managed, guiding you to deal with them more effectively.

The service is delivered by a range of professionals including therapists and counsellors, who will find a level of treatment that is right for you. This could be a class workshop, an online or telephone based course of self-help treatment, or an individual therapy session.

We also provide specialist groups for those experiencing Post-Natal Depression and for those with long term health conditions.

**You can access the Healthy Minds service by completing the online form so we can get in touch.**

Alternatively, you can speak to your GP or other health or care professional.

If you have any questions about the service, please contact your local Healthy Minds team on the online form above.

- Bury Involvement Group (Mental Health Drop In, Centre for Mental Health, Mental Health Social) 0161 222 4005 / 07758737616  
[mentalhealth@buryinvolvementgroup.org](mailto:mentalhealth@buryinvolvementgroup.org)

BIG in Mental Health is a voluntary organisation providing good mental health recovery through providing support and hope, empowering adults to improve their quality of life. Any adult who considers themselves to have a mental health condition are welcome to attend our groups. All groups are free to attend and do not require a referral. We also signpost people to other services and hold events to raise awareness and reduce stigma about mental health. BIG is a strong independent voice in mental health.

- Greater Manchester West Mental Health NHS Foundation Trust.  
0161 773 9121 [communications@gmw.nhs.uk](mailto:communications@gmw.nhs.uk) [www.gmw.nhs.uk](http://www.gmw.nhs.uk)

The Trust provides a wide range of services in the treatment and recovery of mental health conditions and substance misuse.

On our website you can find information about our clinical services. You can find information by location or our by the type of service you require.



- The Fed – Mental Health Services (Jewish Adults). 0161 772 4800.  
[sue.l@thefed.org.uk](mailto:sue.l@thefed.org.uk)

The Fed's Drop In offers support to Jewish adults who have mental health or emotional difficulties. This is held in the safe and friendly environment of our Purple Room community centre situated on the ground floor of Event hall House, Heathlands Village in Prestwich.

Where evening sessions, Sunday bagel brunches and a weekly community cafe offer members a chance to enjoy a chat and a bite to eat together and join in activities such as pool, board-games, table tennis and web-surfing as well as a programme of parties, meals out, theatre and other trips. There are also visitors who give information on well-being and diet, massage and laughter therapy.

- Health and Wellbeing College. 0161 716 2666.  
[Hwcollege.penninecare@nhs.net](mailto:Hwcollege.penninecare@nhs.net)  
<https://hwcollege.penninecare.nhs.uk/>

Our college aims to provide something very different for local people by delivering an innovative educational programme to improve wellbeing. We have moved away from a clinical focus to an educational approach which empowers people to take control of their health and wellbeing, while learning new skills, making friends and connecting with others.

Our recovery-focused courses can support people to recognize their potential and make the most of their talents and resources, through self-management. In turn, this can help people to deal with any health challenges they may experience and achieve the things they want in life.

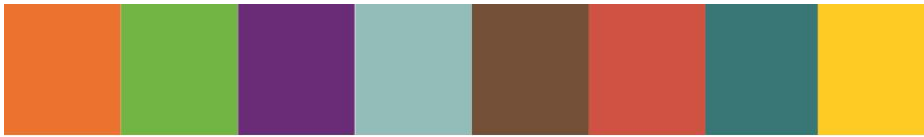
The college is open for anyone aged 18 or over who lives in:

- Heywood, Middleton or Rochdale
- Bury
- Oldham
- Stockport
- Tameside or Glossop

Everyone is welcome regardless of whether they have an existing health condition or challenge, or they simply want to improve their health and wellbeing.

We also welcome those who care for someone – including friends, family and loved ones, as well as any staff working for Pennine Care.

- Bury Asian Women's Centre. 0161 280 2270.  
[enquiries.bawc@hotmail.co.uk](mailto:enquiries.bawc@hotmail.co.uk)



Bury Asian Women's Centre (BAWC) is a registered charity and was established in 1996, set up to meet the needs of women from BME communities. We actively seek to target vulnerable and disadvantaged women through wide ranging partnerships and networks. The most important aim of BAWC is to offer free, confidential, support and advice on a range of issues relating to women. We offer Welfare rights advice. Classes in ESOL, Healthy Eating, Exercise, Sewing and Health & Wellbeing. We have projects on Environmental issues, focus groups on Parenting and Mental Health. The centre also offers Volunteering opportunities.

- ADAB. 0161 764 6749. [admin@adab.org.uk](mailto:admin@adab.org.uk) [www.adab.org.uk](http://www.adab.org.uk)

ADAB is a community organisation which aims to develop and implement initiatives that will improve and enhance the economic, educational, social, cultural and recreational needs of all the communities. ADAB's services are targeted at all residents particularly those who are disadvantaged. Community cohesion and integration is a central key component of all our services.

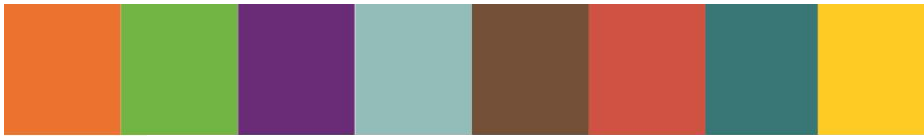
- Creative Living Centre. <http://www.creativelivingcentre.org.uk/> 0161 696 7501. [Admin@creativelivingcentre.org.uk](mailto:Admin@creativelivingcentre.org.uk)

We offer a wide range of courses, groups and 1:1 support which enables each person to be actively involved in improving their own well-being. We recognize mental health issues can impact on all life areas and we help people choose the right combination of activities to suit their individual needs, and for as long as our support is needed.

- Recovery Academy. <https://www.gmmh.nhs.uk/recovery> 0161 358 1771 or [recoveryacademy@gmmh.nhs.uk](mailto:recoveryacademy@gmmh.nhs.uk)

The Trust's Recovery Academy provides a range of free educational courses and resources for people with mental health and substance misuse problems, their families and carers as well as health care professionals.

All of our courses focus on supporting people with their recovery and promote good health and wellbeing. The courses are useful if you are looking to increase your knowledge and understanding of mental health,



improve your mental wellbeing, or simply want to meet new people while learning something new.

## 5. National Support

- Mind Advice Line. 0300 123 3393. [info@mind.org.uk](mailto:info@mind.org.uk)  
[www.mind.org.uk/help/advice\\_lines](http://www.mind.org.uk/help/advice_lines)

We are both a local and national network. Through this network we work with around 250,000 people every year. We are able to help people who experience all types of mental distress, and who may require help from one or more of our services.

- Mental Health Foundation. <https://www.mentalhealth.org.uk/>

A mental health organisation that provides information and advice on different mental health conditions and access to support groups and information to aid your wellbeing.

- Elefriends. <https://www.elefriends.org.uk/>

Elefriends is a supportive online community where you can be yourself. We all know what it's like to struggle sometimes, but now there's a safe place to listen, share and be heard.

- Headspace App/Website. <https://www.headspace.com/headspace-meditation-app>

A few minutes could change your whole day  
Meditation has been shown to help people stress less, focus more and even sleep better. Headspace is meditation made simple. We'll teach you the life-changing skills of meditation and mindfulness in just a few minutes a day.

- Mood zone – Mental Health Helplines. <https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>
- Mental Health at Work. <https://www.mentalhealthatwork.org.uk/>  
[mentalhealthatwork@mind.org.uk](mailto:mentalhealthatwork@mind.org.uk)

Whether you work with 10 people, 10,000 people or just yourself, paying attention to mental health in the workplace has never been more





important. Mental Health at Work is here to help you find the information and resources you need.

- Access to Work Mental Health Support Service. <https://www.remploy.co.uk/employers/mental-health-and-wellbeing/workplace-mental-health-support-service-employers> 0300 456 8114

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.

Our specialist advisers provide:

- Tailored work-focused mental health support for nine months
- Suitable coping strategies
- A support plan to keep them in, or return to work
- Ideas for workplace adjustments to help them fulfil their role
- Practical advice to support those with a mental health condition.

So far, we have supported over 12,500 people across Britain, with a 93 per cent success rate of people retaining their employment after six months.

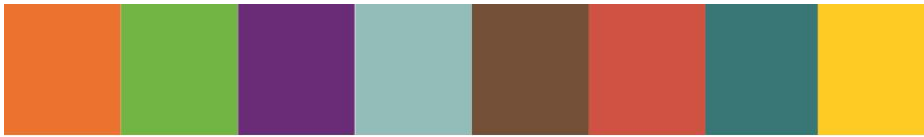
- Mental Health & Money Advice. <https://www.mentalhealthandmoneyadvice.org/en>

Mental Health & Money Advice is the first UK-wide service to combine support for both mental health and financial problems.

We're here for anyone with a mental illness who is struggling with their money, as well as anyone whose financial problems are affecting their mental health.

Four million people in the UK have both mental health and money problems, and a further four million are at risk because they're having financial difficulties.

Together these issues can create a worrying cycle that can lead to problems with relationships, work and housing.



## Workplace Environment

### 1. Schools Policies & Procedures

See the school Management Handbook

### 2. Bury Council's Internal Workplace Wellbeing Offer

- Work Life Balance Initiatives (including; flexible working, job share, voluntary reduced hours, maternity support, special leave, compressed hours). <http://intranet/index.aspx?articleid=12601>

The Council recognises that, by offering a variety of flexible working and family friendly initiatives they are providing choices to help employees achieve a healthier work/life balance and enabling them to combine their work responsibilities with other commitments or personal aspirations. Services benefit too with more flexibility, extended opening/cover arrangements and employees with increased morale and motivation who are more productive.

- Occupational Health Service – Subject to schools SLA agreement. <http://intranet/index.aspx?articleid=12528>

The Occupational Health Service is able to sign post or on-ward refer employees to various services which provide interventions, treatment and support which may be helpful in supporting a range of health conditions, e.g. Counselling, Cognitive Behavioural Therapy (CBT) and Physiotherapy.

The Occupational Health Service does **not** provide any form of treatment; therefore any employee who is injured or taken ill should initially seek help from their own departmental first aider. If the situation is more urgent, then they should consult their GP, attend the local NHS Walk-in Centre or present at A&E in an emergency.

- Counselling, CBT, Physio (Subject to SLA agreements) - <http://intranet/index.aspx?articleid=12535>

- Employee Benefits <http://intranet/index.aspx?articleid=12712>

As a Bury Council employee you have access to a range of different offers and discounts from local businesses.

- KAARP Staff Benefits <http://intranet/index.aspx?articleid=12749>



To access the Kaarp web site from the web page use the following link:

<http://intranet/index.aspx?articleid=12749>

To allow Bury Council employees to enter the web site and view the offers you will need to initially enter a username and a password. Those details are shown here:

- username: **bury**
- password: **benefits**

Please note that the username and password can be entered using lowercase or uppercase.

- CSSC Staff Benefits <http://intranet/index.aspx?articleid=14085>

### **CSSC Sport & Leisure staff benefits**

CSSC Sport & Leisure Staff Benefits offers Bury Council employees the opportunity to join as members from £3.95 a month.

CSSC Sport & Leisure offers employees a range of opportunities including; taster days, sport events, discounted cinema tickets, taste card, English heritage membership, my savings scheme and much more! Further information about the offer can be found on [CSSC Sports & Leisure](#).

Any employees interested in joining the scheme can do so online via the link above. When joining online please select 'CSSC Staff - Alan Lewis - North West' in the 'How did you hear about CSSC?' section.

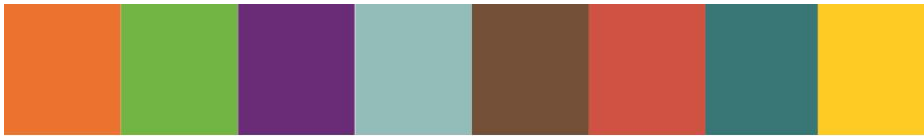
- Simply Health Staff Benefits:  
<http://intranet/index.aspx?articleid=12762>

As a Bury Council employee you can claim cash back for everyday healthcare appointments, such as dental check-ups, sight tests and physiotherapy treatment.

You can cover just yourself or include your family and you can start claiming straight away on many benefits. Once you've made a claim the money will usually be put back in your bank account within a few days.

- Medicash. <https://www.medicash.org/> 0800 011 2222.  
[sales@medicash.org](mailto:sales@medicash.org)

Medicash as we know it today is one of the UK's oldest and largest healthcare cash plan providers. And now our benefits allow over



200,000 policyholders across the UK to take a positive approach to health.

- Live Better Feel Better Champions Programme  
<http://intranet/index.aspx?articleid=13814>

Our LBFB Champions Programme is an exciting opportunity to support our wellbeing programme and your colleagues.

The role of a LBFB Champion is flexible and can be adapted to fit around your individual interests and work commitments, but in general champions will:

- encourage and support colleagues to adopt and maintain a healthy and active lifestyle;
- help raise awareness of wellbeing-related opportunities;
- contribute to shaping and expanding our wellbeing programme; and
- Support us with maintaining a happy, healthy and motivated workplace.
- Employee Groups <http://intranet/index.aspx?articleid=12925>

Bury Council and Six Town Housing, in partnership with UNISON, have established and continue to support three employee groups:

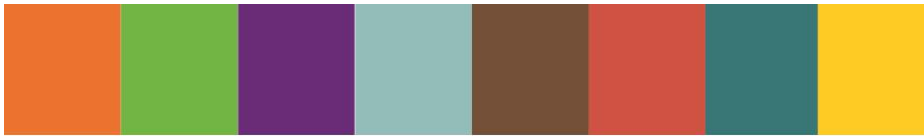
- [Black, Asian and Minority Ethnic employees group](#)
- [Disabled employee group](#)
- [Lesbian, Gay, Bisexual and Transgender employee group](#)

UNISON feels that by forming a partnership in respect of the groups, more employees may feel comfortable to raise issues of concern and participate. UNISON is keen to work with the Council to eradicate all forms of discrimination and harassment.

All of these groups are available for consultation, provide a scrutiny function for council services, help promote various equality perspectives, provide advice and guidance to council services and act as support networks for employees.

All interested employees can attend employee group meetings in paid work time, subject to operational requirements, regardless of whether or not they are members of any union. Each group has a maximum of six meetings per year - each lasting no longer than 2 hours.

- Mediation Services (Conflict/Resolution)  
<http://intranet/index.aspx?articleid=12580>



Mediation in organisational settings is used as a conflict resolution strategy. It is a clearly structured, formal process between two individuals, facilitated by a neutral, trained mediator. It is an entirely voluntary process and aims to defuse conflicts, allow parties to constructively resolve problems, mend broken relationships and establish ground rules for future behaviour.

Mediation should not be confused with arbitration, conciliation or investigation. The mediator is a neutral facilitator and does not make judgements or decisions about the conflict. Their role is to assist the disputants in creating their own resolution by concentrating on future rather than past behaviours.

It is not intended that the Mediation Service replaces good management practice; rather that it offers appropriate support to managers if and when they require it.

- Coaching & Mentoring Services  
<http://intranet/index.aspx?articleid=12921>

**Mentors** are usually experienced officers who can help less experienced people:

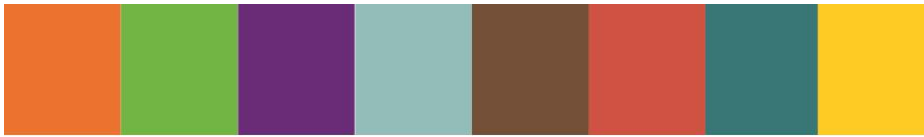
- to settle into a new job
- to help fast track development and increase potential for promotion
- to be guided in their day to day work situation
- to receive support on a work based project

You should request a mentor if you feel a need to pick up new knowledge and information from a more experienced colleague for reasons similar to those given above. For more detailed information see the 'Coaching and Mentoring Services' document below.

**Coaches** use structured models of questioning to help people find solutions to problems through a process of personal exploration and self-realisation. They can:

- Use techniques to empower staff to confidently approach problems and challenges
- Assist employees in ordering their thoughts, establishing their true goals and overcoming anxieties and procrastination
- Help people break free of progress-inhibiting patterns of thought and procrastination
- Take staff through a structured process of thinking to build confidence *about* next steps

You should request a coach if you have a specific workplace problem or challenge you feel unconfident in addressing alone.



For more detailed information see the 'Coaching and Mentoring Services Information'

- E-learning courses (Subject to SLA school agreements)  
<http://intranet/index.aspx?articleid=12851>

If you are a user intending to signpost large numbers of staff to any of the modules on this site please ensure you contact Organisational Development in advance on extension 6808 or e-mail [od@bury.gov.uk](mailto:od@bury.gov.uk) so we can perform necessary technical tests and provide guidance.

- Bury Art Museum & Sculpture Centre.  
<https://buryartmuseum.co.uk/>

Welcoming, warm and friendly Bury Art Museum is the perfect place to enjoy art and find out more about the rich history of Bury and the surrounding area. Showcasing the best of international and local art and with the addition of Bury Art Shop, Bury Art Museum can truly offer something for all interests. The collections and exhibitions are supported by a range of activities and events which allow visitors to explore and enjoy the Gallery and Museum further. All housed in a distinctive Edwardian building that is a work of art in itself.

- Bury Libraries + Archives <https://www.bury.gov.uk/libraries/>

Reading for as little as 6 minutes can reduce stress levels by 60%

- The Reading Agency

The health benefits of using libraries saves the NHS just under £30 million a year

Reading fiction leads to higher empathy and better relationships with others

- Libraries Week 2018 <http://www.librariesweek.org.uk/facts/>

We support The Reading Agencies 'Reading Well Books on Prescription' which covers mental health, dementia, long term conditions and health issues effecting young people. Books are chosen and endorsed by health experts as well as people living with the conditions covered and their relatives/carers.

[https://bury.ent.sirsidynix.net.uk/client/en\\_GB/default/search/results?qf=BOOKLISTS%09Booklists%09HEALTH%2C%09HEALTH%2C](https://bury.ent.sirsidynix.net.uk/client/en_GB/default/search/results?qf=BOOKLISTS%09Booklists%09HEALTH%2C%09HEALTH%2C) .

As well as supporting national health & wellbeing campaigns we are also promoting the benefits that reading for pleasure can bring. Please visit our online catalogue to view all our stock:

[https://bury.ent.sirsidynix.net.uk/client/en\\_GB/default/](https://bury.ent.sirsidynix.net.uk/client/en_GB/default/)

We have over 40,000 e-books and e-audiobooks which are available via our download service <https://www.bury.gov.uk/ebooks> Or if you'd like



to read any of our e-magazines or e-comics, we have over 300 titles that can be read on your computer or mobile device.

<https://www.bury.gov.uk/emagazines>

You may borrow an unlimited number of e-magazines to keep forever or delete them from your device when you've finished.

If you're not a library member you can join at one of our libraries

<https://www.bury.gov.uk/findalibrary>

or you may join online <https://www.bury.gov.uk/joinalibrary>

In addition, we offer various social activities in our libraries, such as reading groups, author visits, craft groups as well as Storytime's for little ones and their parents, where you can meet others and make new friends. Some of these groups are volunteer led. If you are interested in joining a group or becoming a volunteer, please contact your local library <https://www.bury.gov.uk/findalibrary>

### 3. Local Support

Unions and Professional Associations in Bury represents over 6,000 members across the borough of Bury and in schools. The vast majority of those members work for Bury Council. Other members are based at Bury College, Holy Cross College, Six Town Housing and several other organisations.

As well as supporting members with collective and individual cases, unions and professional associations also campaign on a variety of local and national issues.

If you require support through your trade union or professional association, the contact details are listed below:

#### **Teachers**

<b>Karen Hopwood – NASUWT</b>	<b>0161 761 2301</b>
<b>Jean Lund – NEU (ATL Section)</b>	<b>0758 763 3231</b>
<b>Natasha Shears – NEU (NUT Section)</b>	<b>0161 761 7175</b>
<b>Geoff Hirst – NAHT</b>	<b>0783 545 9678</b>
<b>Brian Roadnight – ASCL</b>	<b>0170 682 5215</b>

#### **Support Staff**

<b>Bury Branch Office – Unison</b>	<b>0161 253 5195</b>
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## Support for Employees with a Disability

### 1. Schools Policies & Procedures

See schools management handbook

### 2. Bury Council's Internal Support for Employees with a Disability

- The Council operates a Disabled Employee Group. The group is attended by colleagues across the organisation who have various disabilities. You can attend the group in work's time in agreement with your manager. The group chair is Philip Hewitt who can be contacted on [DEG@bury.gov.uk](mailto:DEG@bury.gov.uk)

Bury Council values and celebrates diversity, and is committed to equality of opportunity and fairness for all. In partnership with UNISON, we have established a disabled employees group who are regularly consulted on council policies and working practices, and offer an important support network for staff.

The group actively supports the provision of knowledge and experience, so that organisational understanding can be attained for all forms of disability, leading to better working conditions and business relationships.

With disability falling into two primary areas, namely visible and non-visible, it can often be difficult to determine the impact that individuals suffer daily. As such, the group aims to encourage changes to attitudes and support minor changes that help reduce negative impacts and sickness; but increase wellbeing and productivity.

#### Employee support

It is the group's intention to be a first point of contact and provide support to any council employees who have a disability. The group may be able to assist directly, liaise on your behalf with departmental or corporate HR staff, Occupational Health or one of the unions, or simply offer direction so that your issues can be rectified quickly.

- Support and Adjustment Agreement (Supporting Positive Attendance) <http://intranet/CHttpHandler.ashx?id=18150&p=0>
- Access to Work – individuals claim but support with application from OH. <http://intranet/index.aspx?articleid=12536>

If you want to work but have a disability that makes working a problem you may be able to get help from the access to work scheme. This





provides practical advice and support to help you overcome work-related obstacles. It can also give you grants towards extra employment costs.

- Mindful Employer Plus Programme (Charter Signatory) – Reference Bury Council. <http://www.mindfulemployer.net/charter/meplus/>

Confidential Staff Helpline – 0300 555 6006 24/7.

Confidential Manager Helpline – 0300 555 5002 8am-8pm 7 days a week.

- Disability Confident Leader

Bury Council has recently become a Disability Confident Leader. Disability Confident is a government campaign aimed at increasing the number of employment opportunities for disabled people. By becoming partners we have shown our commitment to recruiting and retaining disabled employees.

- Short Breaks Service. 0161 253 6070.  
[ShortBreaksForChildren@bury.gov.uk](mailto:ShortBreaksForChildren@bury.gov.uk)  
<https://www.bury.gov.uk/index.aspx?articleid=11365>

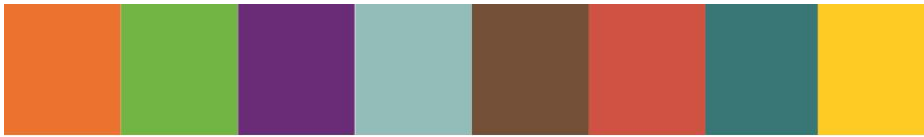
Short breaks provide social opportunities for children and young people with a severe disability to spend time away from their parents or primary carers. They provide an essential opportunity for parents and carers to have a break, and allow disabled children and young people to have different experiences - places, people and activities.

It is our aim that Short Breaks will contribute to keeping disabled children safe and healthy, enabling them to enjoy new activities, make friends, and have new learning opportunities, as well as preparing teenagers for adulthood.

By providing disabled children and young people with such opportunities, it is our aim to support parents in their role as primary carers and give them breaks to assist them to look after themselves and their wider family.

- Adaptations & Equipment 0161 253 6858.  
[adultcareservices@bury.gov.uk](mailto:adultcareservices@bury.gov.uk)

Disability services have specially trained staff who can support individuals and carers by providing specialist assessments. This service aims to maintain people in their homes and help them remain as self-reliant as possible.



If you have a disability, the Equipment and Adaptations team can offer an assessment to identify equipment or adaptations which make it easier for you to continue living independently in your own home.

If you are assessed as requiring a piece of equipment then they will deliver and install the equipment in your home. They also make recommendations for major alterations to your home and planning for them.

All the help offered is based on individual needs, and the service is available to people of all ages.

- Foundation Learning. Nikki Naylor. 0161 253 5772.  
<https://www.bury.gov.uk/index.aspx?articleid=10415>

Our courses give opportunities to people with additional learning needs, such as learning disabilities and/or difficulties, sensory impairment and mental health problems.

We offer courses such as Managing Tasks in the Home, Community Living, and Cooking for Today, Functional Skills IT, Beginners English and Math's, Pottery from Scratch and many more.

Our aim is to provide an inclusive learning environment and help learners to develop their interests and learn skills before moving into other learning opportunities. Class numbers are kept small and extra support is on hand.

A pre-course interview is required for all courses.

### **3. Bury Directory Support for Employees with a disability**

There is an extensive list of supportive organisations that offer support to people with a disability via the Bury Directory. A full list of organisations and contact details can be found via the link below:

<https://www.theburydirectory.co.uk/kb5/bury/directory/results.page?qt=disability&term=&sorttype=relevance>

### **4. Local Support**

- Bury Adult Learning Disability Team  
<https://www.penninecare.nhs.uk/buryadultldteam/>

The adult learning disability team in Bury is a multi-disciplinary team made up of Learning Disability Nurses, Occupational Therapy, Speech and Language Therapy and Psychology working together to provide a seamless service for adults from age 18.



We support individuals who have a mild/moderate/severe learning disability who are registered with a Bury GP. We deliver person centred, high quality, and health focused support to enable individuals to develop, maintain or restore a valued life in the community.

This is underpinned by the key principles of Inclusion, Rights, Choice and Independence. The core aim of the service is to deliver a needs led, highly specialist assessment and intervention plan focusing on health inequalities, behavior, risk, sensory, communication and psychological needs to individuals with complex and challenging health needs.

We will work in partnership with other agencies and/or families to achieve positive outcomes for individuals in the home, community and other relevant settings. We accept referrals from service users, carers, social workers, GP's and other health professionals. All referrals will go through a screening process for eligibility to access the service.

- Young Peoples Disability Group [s.allington@sky.com](mailto:s.allington@sky.com)

A group for young disabled people to ensure they have their voices heard. Will try and tackle a number of issues like independent living/self-directed support/ care packages/anxiety/depression and social activity. For everyone with a disability who has a voice and it needs to be heard.

- Castle Knights Sports Group for disabled group [sharon68holding@gmail.com](mailto:sharon68holding@gmail.com)

For disabled people aged 18+. This is a multi-sports club for people with a physical disability. The club meets at Castle Leisure Centre on Thursday 1.30 - 3.30 pm. Activities include bowls, archery, table tennis, putting and table top games. Castle Knights are supported by a small team of volunteers. For more details of how to join the club or volunteer support please come down for a chat.

- Sport Works – Sporting activities for disabled. Karen Rolling  
07947570955 / 0161 447 8835.  
[Karen.rolling@sportsworksltd.co.uk](mailto:Karen.rolling@sportsworksltd.co.uk)

Sport Works is a leading provider of sport, exercise and educational programmes, helping to improve the health and wellbeing of children and disadvantaged people in the Greater Manchester area.

Middleton/Bury/Rochdale.

Our programmes harness the power of sport to improve health,



education and employability skills, and are designed to contribute to healthier, more prosperous communities.

Our work comprises both specialist sports coaching projects and educational work for disadvantaged groups.

- Pennine Care NHS Foundation Trust (Children's Community Learning Disability Team.) Adele Sergeant. 0161 796 6415 [adele.sergeant@nhs.net](mailto:adele.sergeant@nhs.net)

For children with a moderate - profound learning disability. Provides community nursing support, speech and language therapy, input/liaison and a clinical psychology service. We offer assessments for health needs, behavioral support, help with communication, risk management, psychological interventions. We work closely with other health professionals and Social Care. Parenting Groups. We offer Webster Stratton parenting groups which are adapted for children with learning disabilities.

- Action for Children – Community Based Social Opportunities. 0161 763 7301. [red.centre@actionforchildren.org.uk](mailto:red.centre@actionforchildren.org.uk)  
[www.actionforchildren.org.uk](http://www.actionforchildren.org.uk)

For disabled children, young people and their families who are resident in Bury. Provides Social Opportunities, short breaks (tea time and weekends) youth groups and holiday activities for disabled children and young people. Referrals to the MASH Team will then be sent onto the Children's Disability Services who will decide at Disability Referral Panel if service can be accessed. An Action for Children Aspire Assessment must be carried out before service can be offered.

- Tordan Healthcare. Karen Mackenzie. 0161 817 5002.  
[care@tordanhealthcare.co.uk](mailto:care@tordanhealthcare.co.uk) [www.tordanhealthcare.co.uk](http://www.tordanhealthcare.co.uk)

CQC registered specialist provider for Adults and Children. From short or long term to 24 hour care we specialize in supported living, home/community support and continuing healthcare services for individuals with learning disabilities, acquired brain injury, mental health, dementia (including early onset), physical disabilities, autism, Asperger's syndrome, epilepsy, spinal cord injury and complex care needs.

We offer an exceptionally high standard of service which is person centered, outcome based, flexible and tailored to suit individual requirements ensuring safety and wellbeing is a priority. With an option



to bank Direct Payment or private allocated support hours promoting independence, choice and control.

- Contact (Part of BuryILD). 0161 797 9302. [contact@buryild.org](mailto:contact@buryild.org)  
[www.buryild.org](http://www.buryild.org)

For adults with Learning Disabilities. Contact runs a network of evening social groups which all meet regularly at community locations within the Bury area. It also offers day trips to its members and a weekend break. Contact runs an allotment project in Prestwich for people who are interested in gardening.

- Buddy's for Children with Autism. 0770335029.  
[buddys4autism@gmail.com](mailto:buddys4autism@gmail.com)

New charity shop/boutique, coffee shop and parent carer drop in service.

Lego Group and Therapy 7+ Years

Private education (open to any age)

Employability and work experience Age 17+ Years

Half Term Activities 7+ Years

Friendship Groups 7+ Years

Social Butterflies Group 17+ Years

- Stepping Stones. 01706 759993. [info@steppingstonesservices.co.uk](mailto:info@steppingstonesservices.co.uk)  
<http://www.steppingstonesservices.co.uk/>

At Stepping Stones we recognize and celebrate the uniqueness of every individual by ensuring that a person centered approach is adopted. We are committed to enabling personal growth now and for the future, giving each person the strongest voice with regards to decision making and lifestyle choices. Our range of supportive services and environments will encourage each individual to fulfil their personal dreams and aspirations. Each individual will be valued and treated with dignity and respect and to be at the centre of, and included in all decisions made about their own life. We are registered with CQC.

- At Stepping Stones we are committed to an approach that enables service users to achieve wellbeing, independence, making a positive contribution to community, be safe, learn new skills and enjoy life.
- All service users have a choice over who, when and how support is delivered
- We will support service users in making friendships and maintaining relationships with friends and family.
- We will always match a tenant/service user to make sure that there are similar interests among them in a supported living house.
- We encourage service users to try new things, learn new things to maximize their potential for greater independence



- We will help service users with supported employment, learning new skills at local colleges, accessing local community services, sports, Gp services,
- We acknowledge the expertise of families as those who know and care most about the person. Families contribute to our understanding of the person. We proactively work with families to enable them to contribute to person-centered reviews (for example, by arranging them at times that suit the family) and actually providing care if they choose.
- Bury2Gether. [bury2gether@gmail.com](mailto:bury2gether@gmail.com)

BURY2GETHER is a Community Support Network, for Parents and Carers of young people (aged 0-25) with SEND (Special Educational Needs & Disabilities), who access services in Bury.

BURY2GETHER aims to work with Education, Social Care, Health and other services to ensure Parent and Carer voices are represented, when designing services for our children, young people and families.

Help us to shape future services in Bury!

Together with YOUR participation, WE can build a supportive community that advocates for Parents and Carers.

Managed by Parents and Carers, supporting Parents and Carers.

- Disabilities that Matter Ltd. Jonathan Burgess. 07548903547.  
[jonathanburgess@disabilitiesthatmatterltd.co.uk](mailto:jonathanburgess@disabilitiesthatmatterltd.co.uk)  
[www.disabilitiesthatmatterltd.co.uk](http://www.disabilitiesthatmatterltd.co.uk)

Disabilities That Matter LTD will be a new company that supports vulnerable adults in the community.

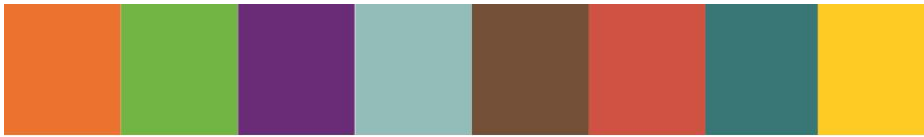
We as a company will offer tailored support to meet our client's needs. This would be on a 1:1 basis out in the community. We will offer 24-hour care packages that would be person centered approached.

This would include 1:1 daily living support, 1:1-night time support (this would be either sleep ins or waking nights) as required to the individual's specific needs.

## 5. National Support

- Disability Living Allowance (DLA)/Personal Independent Payment (PIP) and Attendance Allowance Helpline. 08457 123 456  
<https://www.gov.uk/browse/benefits/disability>

Benefit Enquiry Line 0800 88 22 00 Text phone – 0800 24 33 55



Disability Living Allowance/Personal Independent Payment - sometimes referred to as DLA and PIP - are a tax-free benefit for disabled children and adults who need someone to help look after them, or have walking difficulties.

Attendance Allowance is a tax-free benefit for people aged 65 or over who need someone to help look after them because they are physically or mentally disabled.

- Disability Living Allowance (DLA) for children.  
<https://www.gov.uk/disability-living-allowance-children>

Disability Living Allowance (DLA) for children may help with the extra costs of looking after a child who:

- is under 16
- has difficulties walking or needs much more looking after than a child of the same age who doesn't have a disability

They will need to meet all the eligibility requirements.

The DLA rate is between £22.65 and £145.35 a week and depends on the level of help the child needs.

- Direct Gov – Benefit Enquiry Helpline. 0800 055 6688  
<https://www.gov.uk/browse/benefits>

The enquiry line is for people with disabilities and their carers. The website provides information on a wide range of benefits: Benefits for families, Carers and disability benefits, Child Benefit, Death and benefits, Heating and housing benefits, Jobseekers Allowance and low income families and Tax Credits.

- Carers UK. 0808 808 7777. [advice@carersuk.org](mailto:advice@carersuk.org)  
[www.carersuk.org](http://www.carersuk.org)

Carers UK is a membership organisation set up to help the millions of people who look after an older, disabled or seriously ill family member or friend. We provide information, advice and support for carers and professionals. We bring carers together to support each other through our network of branches, volunteers and online forum. The telephone opening hours are 10.00 am – 4.00 pm, Monday to Friday.

- Access to Work (ATW) <https://www.gov.uk/access-to-work>

An Access to Work grant helps pay for practical support if you have a disability, health or mental health condition so you can start working, stay in work or start your own business.



How much you get depends on your circumstances.

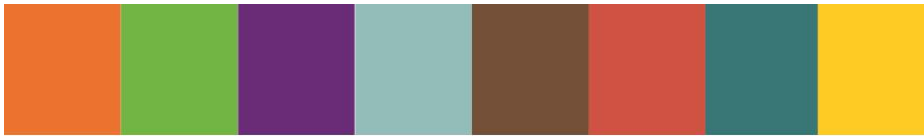
The money doesn't have to be paid back and will not affect your other benefits.

- Scope about Disability. 0808 800 3333

<https://www.scope.org.uk/support/families/parents-carers>

Scope is a charity that exists to make this country a place where disabled people have the same opportunities as everyone else. Until then, we'll be here.





## Support for Carers/In Work Carers

You are a carer if you:

Look after and support an adult or child relative, friend or neighbour due to:

- Physical or Learning Disability
- Physical or mental illness.
- Frailness
- Substance misuse, including alcohol and drugs.
- The person you look after would not be able to manage daily life without help.
- You are not paid for the support you provide.

Whether you provide support for a few hours a week or 24 hours a day, 7 days a week; or for someone that lives with you or in their own home you are still a carer.

### 1. Schools Policies & Procedures

See Schools Management Handbook

### 2. Bury Council's Internal Support for Carers

[What is a carer's assessment and how do I get one?](#)

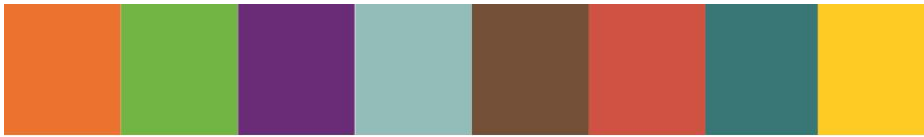
The Care Act 2014 states any carer who appears to have a need for support should be offered a carers assessment. This will give you the opportunity to discuss what information is available and find out what community support is available locally.

The assessment will look at how caring affects your life, including for example, physical, mental and emotional needs. You can have an assessment even if the person you care for is not eligible for support, or is refusing social care services.

To access a carers assessment, please contact the Connect and Direct Hub on 0161 253 5151.

Please note a carer's assessment is not an application for a carer's allowance. If you would like to apply for a carers allowance you will need to visit the gov.uk website.

- The Council operates a Working Carers' Employee Forum through One Community. <https://www.onecommunitybury.co.uk/Bury-Working-Carers>



- Practical help with Caring is available via the Connect and Direct Hub for adults with care needs on 0161 253 5151. Out of Hours: 0161 253 6606

The Connect and Direct 'Hub' is the first point of contact for customers who need advice, signposting and an initial assessment or response from Adult Social Care Services.

This service brings together face to face, telephone and all web, e-mail and post enquiries to one place; Textile Hall, Manchester Road, Bury (next door to Bury Library and opposite Bury Job Centre).

At the 'Hub' you can speak to one of our fully trained Customer Advisors in person, over the phone or via written correspondence and we will be happy to help.

How can the 'Hub' help me?

When you contact the 'Hub' our Customer Advisors can help you by:

- Providing you with Information and Advice about Communities & Wellbeing.
- Provide information or refer you for a Universal Service e.g. Carelink, Community Meals.
- Connect and direct you to services provided by the community and voluntary sector.
- Signpost you to our drop in sessions held in the 'Green Room'.
- Complete an application for a disabled parking badge.
- Give you an 'initial assessment' which asks questions about your situation so we know how we can help you.
- Show you what equipment is available to help you in our fully equipped 'Assessment Room'. Please ring the number below to book an appointment for the showroom.
- Help you buy a RADAR key (used to gain easy access to disabled toilets).
- Practical help with Caring is available via the Multi-Agency Safeguarding Hub on 0161 253 5678.



What happens when you contact Bury council's multi agency safeguarding hub?

We are experienced children's services professionals, who are trained to deal with sensitive issues. We will ask you a few short questions to find out how best to deal with your concern.

We work closely with other professionals to make sure that action is taken and the right level of support can be given to the right people at the right time.

Child abuse can involve physical injury, neglect, or emotional or sexual abuse.

Abuse can happen to any child from any social background or ethnic group. It can involve a parent, another family member or someone else the child knows well, or it could be someone the child does not know.

If you suspect or believe a child is suffering or is likely to suffer significant harm, including any form of mistreatment or abuse, you should report your concerns.

If you work for an agency or organisation that has a policy or procedure about children at risk, then you should follow it.

If you are a member of the public, or if your organisation does not have a policy or procedure, take the following steps.

- Emergency

If a child is in immediate danger, you should contact the Emergency Services - 999 or Greater Manchester Police - 0161 872 5050.

### **Not an emergency**

If there is no immediate danger, or you need advice or information, you can either telephone the MASH on 0161 253 5678 (outside normal office hours 0161 253 6606) or complete the [online form on the Bury Council website](#)

- The Council's Carers Engagement Co-ordinator is Caroline Malvern. An opportunity for an informal and friendly discussion about the support available for carers. 0161 253 5439 or [C.Malvern@bury.gov.uk](mailto:C.Malvern@bury.gov.uk)
- Carer Information Leaflet. <https://www.bury.gov.uk/CHttpHandler.ashx?id=17611&p=0>

### **3. Bury Directory**

There is an extensive list of supportive organisations that offer support to carers via the Bury Directory. A full list of organisations and contact details can be found via the link below:



<https://www.theburydirectory.co.uk/kb5/bury/directory/results.action?qt=carers&term=&sorttype=relevance&sr=0&nh=10>



#### 4. Local Support

- Bury Carers Centre. 0161 763 4867 or [burycarers@gaddum.co.uk](mailto:burycarers@gaddum.co.uk)  
<https://www.theburydirectory.co.uk/kb5/bury/directory/service.page?id=AA635Ed0GLs>

For carers who provide unpaid care or assistance for a relative, friend or neighbor who is frail, has a disability or a long term illness.

Bury Carers Centre is a charity based organisation that works in partnership with the Local Authority, Primary Care Trust, and other voluntary organisations to provide information, advice and support to Carers.

They can direct carers to the appropriate sources of support available, and can offer information on services locally and nationally. The Carers Centre run a number of activities for carers. Such as:

- Chair based Tai Chi
- Complementary Therapy
- Art Class
- Drop in/Coffee morning
- Knit & Stitch
- Support groups
- Ukulele Workshop

See the 'what's on' section of this page for details of the activities and support groups.

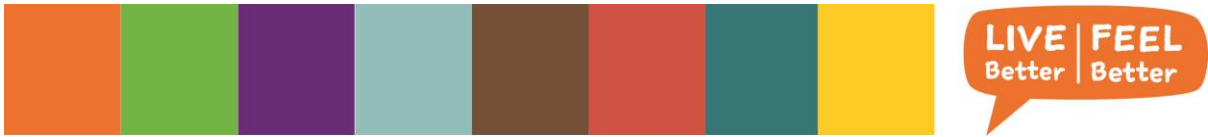
- The Fed – Carers' Services. 0161 772 4800 or [carers@thefed.org.uk](mailto:carers@thefed.org.uk)  
<https://www.theburydirectory.co.uk/kb5/bury/directory/service.page?id=PKGiRJDj05s>

The Fed's specialist carers' advice workers support Jewish adult carers who are caring for another adult. They can:

- give you advice and information about carers' services, activities, benefits and rights
- Refer you to our Time For You team to arrange a volunteer to stay with the person you look after while you have a break.

The Fed holds carers' events, activities and training at the weekly Purple Room Cafe and other locations. Please see the attached calendar of events for carers, along with latest newsletter.

- Chai Centre Prestwich – Carer Support



Chai Cancer Care provides comprehensive, professional and expert services to any member of the Jewish community affected by cancer - patients, their families and friends.

Chai operates from 9 sites across the UK and clients can attend these to receive services. Clients who are unable to go to a Chai site can receive one to one services in their own homes, providing they live within geographical reach of a site.

Chai provides telephone counselling and advice services for clients not within reach of a Chai site, across the UK and internationally.

We are constantly updating and increasing our services to ensure that we meet the changing needs of our clients. We also assist clients when accessing NHS or social services care to ensure they receive the optimum services available.

Chai does not have waiting lists and will respond immediately.

Each client at Chai is given individual attention and we can ensure complete confidentiality.

All our professional staff are fully experienced, trained and accredited.

Chai does not receive any statutory funding. We do not charge our clients for our services.

## **5. National Support**

- Carers Direct. A free confidential advice and information service to help you as a carer. 0300 123 1053. <https://www.nhs.uk/carersdirect>

This is a free, confidential advice and information service to help you as a carer.

Information, advice and support for carers including:

- Advice on how to cope in a crisis
- A guide to caring
- Work and study information
- Help to find local support groups and services
- Advice on keeping healthy.
- Useful contacts



You can ring Carers Direct seven days a week. The helpline is open from 9.00 am - 8.00 pm Monday to Friday, and from 11.00 am – 4.00 pm at weekends. The helpline is closed on bank holidays.

- Carer's Allowance. <https://www.gov.uk/carers-allowance>

You could get £66.15 a week if you care for someone at least 35 hours a week and they get [certain benefits](#).

You do not have to be related to, or live with, the person you care for.

You do not get paid extra if you care for more than one person.



## Support for Alcohol/Smoking/Substance Misuse

### 1. Schools Policies & Procedures

See School Management Handbook

### 2. Bury Council's Internal Support for Alcohol Support

- The Council's lifestyle service offer one to one support around alcohol dependency support. 0161 253 7554.  
[Lifestyleservice@bury.gov.uk](mailto:Lifestyleservice@bury.gov.uk)

A **free** personalized service supporting people to improve their health by introducing small changes such as:

- healthy eating
- weight management
- weight loss programme
- sleep quality improvement
- alcohol dependency support
- stop smoking
- breastfeeding support
- Expert Patient Programme Course - Improve health and wellbeing

### 3. Bury Directory Support for Employees around Alcohol & Substance Misuse

There is an extensive list of supportive organisations that offer support and guidance for alcohol and substance misuse via the Bury Directory. A full list of organisations and contact details can be found via the link below:

- Alcohol Misuse and Support  
<https://www.theburydirectory.co.uk/kb5/bury/directory/results.action?qt=alcohol+&term=&sorttype=relevance&sr=0&nh=10>
- Drug Misuse and Support  
<https://www.theburydirectory.co.uk/kb5/bury/directory/results.page?qt=drugs&term=&sorttype=relevance>
- Smoking Support  
<https://www.theburydirectory.co.uk/kb5/bury/directory/results.page?directorychannel=0&qt=smoking&term=&sorttype=relevance>

### 4. Local Support

- One Recovery. 0161 253 6488.





One Recovery Bury is an innovative and inspiring substance misuse partnership.

Recovering from substance misuse is much easier when you have people you can lean on for encouragement, support and guidance. At One Recovery Bury you will also receive the help and guidance of professionals and the support of a wider recovery community via our recovery hub, the ORB

What can One Recovery Bury do for you?

- We will complete a comprehensive assessment with you to try and find out what difficulties are in your life
- We will then devise a recovery care plan in conjunction with you to take all of those needs into account
- We will work with you on a one-to-one basis to help you overcome your problems
- We will recommend different group work programmes for you
- We will refer you to, and link in with other services and organisations that can help you

Led by Addiction Dependency Solutions (ADS), supported by Harvey House Social Enterprise, Sodexo Justice Services and Bury Employment Support and Training (BEST) – our workers are trained to treat your primary addiction whilst considering the whole spectrum of your life, ensuring whole person care is available for all.

One Recovery Bury is situated in the heart of Bury in Humphrey House, from which we provide a range of services – we also run a number of satellite hubs across Bury, including our recovery hub, the ORB at the Old Courthouse, to guarantee that we reach every corner of the community.

One Recovery Bury is a free service commissioned by the local authority – we're happy to help with any questions you have and offer advice and support – you can get in touch via the contact form below, by phoning or dropping into the service.

- Early Break Drug & Alcohol Service. 0161 723 3880.  
[info@earlybreak.co.uk](mailto:info@earlybreak.co.uk) [www.earlybreak.co.uk](http://www.earlybreak.co.uk)

Early Break is a unique service, offering a client centred approach to young people who wish to address their substance related needs. The



whole service works from a person centred philosophy, meaning that the service is client led.

We work in a way with our young people, and their families, so that they are empowered to make changes in their lives, we help them to make positive decisions and to become responsible for the decisions they make.

Find out more below:

- [Advocacy Work](#)
  - [Early Intervention](#)
  - [Family Centred Time](#)
  - [Holding Families](#)
  - [Service Doctor](#)
  - [Holistic Therapies](#)
  - [Products & Training](#)
- Bury Involvement Group (BIG) Dual Recovery. 0161 222 4005.  
[mentalhealth@buryinvolvementgroup.org](mailto:mentalhealth@buryinvolvementgroup.org)  
<https://buryinvolvementgroup.org/big-in-abstinence/>

BIG in Mental Health is a voluntary organisation providing good mental health recovery through providing support and hope, empowering adults to improve their quality of life. Any adult who consider themselves to have a mental health condition are welcome to attend our groups. All groups are free to attend and do not require a referral. We also signpost people to other services and hold events to raise awareness and reduce stigma about mental health. BIG is a strong independent voice in mental health.



## 5. National Support

- Alcoholic Anonymous. 0800 9177 650. Local: 0161 236 6569.  
[www.alcohol-anonymous.co.uk](http://www.alcohol-anonymous.co.uk)

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions.

- Drink Aware. 020 7766 9900. [contact@drinkaware.co.uk](mailto:contact@drinkaware.co.uk)  
[www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

Drink aware is an independent charity working to reduce alcohol misuse and harm in the UK. We're here to help people make better choices about drinking.

- FRANK. 0300 123 6600. [frank@talktofrank.com](mailto:frank@talktofrank.com)  
[www.talktofrank.com](http://www.talktofrank.com)

Frank is a website and telephone helpline service offering advice, information and support to anyone concerned about drugs and solvent/volatile substance misuse, including drug misusers, their families, friends and carers.

You can contact us by phoning, emailing, texting or through live chat for information and support.

Calls from landlines are free and won't show up on your bill. Calls from mobiles will vary depending on your network and may show up on your bill. You can talk to frank in 120 languages, just call on the same number and an interpreter will be available if you need it.



## Housing Support

### 1. Schools Policies & Procedures

- Bury's Housing Strategy 2014-2024  
<https://www.bury.gov.uk/CHttpHandler.ashx?id=14659&p=0>
- Bury Council Housing Support & Information  
<https://www.bury.gov.uk/index.aspx?articleid=10387>
- Bury Council Homelessness Strategy  
<http://www.bury.gov.uk/CHttpHandler.ashx?id=17172&p=0>
- Bury Council Housing Allocation Policy  
<http://www.bury.gov.uk/CHttpHandler.ashx?id=11261&p=0>

### 2. Bury Council's Internal Support for Housing

- The Council's Housing Assessment team offers advice and support with Homelessness, Housing options and Housing Applications.  
0161 253 6606

Offers help and assistance giving free, impartial, confidential, independent advice, advocacy, help and assistance to members of the public on issues such as disputes with landlords, evictions, repossessions, arrears, threat of homelessness, emergency accommodation. Contact between 9.00 am and 4.45 pm. Out of Hours service after 5.00 pm on 0161 253 6606.

- Housing Applications - 0161 253 5251  
[HousingChoicesContact@bury.gov.uk](mailto:HousingChoicesContact@bury.gov.uk)

The Housing Assessment Team - Housing Applications can help you with the following: Registering Applications, Administering Choice-Based Lettings, Advertising properties, Reception and first point of contact for Housing Choices enquiries.

- Housing Assessment Team – 0161 253 5537 [HAT@bury.gov.uk](mailto:HAT@bury.gov.uk)  
Advice on Homelessness

The Housing Assessment Team - Advice & Homelessness Team can help you with information and advice on different types of housing as well as dealing with homelessness.

- Housing Benefit & Council Tax – 0161 253 5858  
[www.bury.gov/benefits](http://www.bury.gov/benefits)

Financial help for people on a low income who rent their homes.



- Ask B, Bury Council's one stop shop for housing information and advice. [www.askb.org.uk](http://www.askb.org.uk)

Ask B is Bury Council's One Stop Shop for Housing Information and Advice, including:

- Homeless prevention or support
- Eviction
- Issues with landlords
- Rent arrears issues
- Housing benefits
- Support to stay in your own home
- Mortgages and the Mortgage Rescue Scheme
- Finding a place to live

You can also use Ask B to view and bid for Council owned properties in Bury and to apply for housing.

- Private Housing Disrepair. Private rented property. 0161 253 5353 [customercontactteam@bury.gov.uk](mailto:customercontactteam@bury.gov.uk)

If you are having problems with your landlord not undertaking repairs to your private rented property Bury Council have dedicated officers that may be able to help.

These officers are also responsible for ensuring that suitable standards are maintained in shared accommodation.

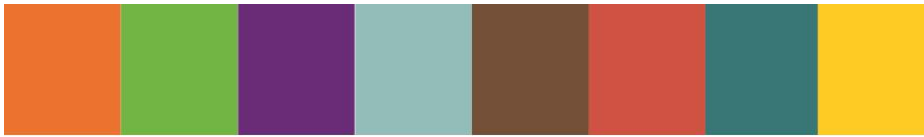
Please contact the Council if you are having problems with your property and are not receiving a suitable response from your landlord/letting agent.

- Central Access Point. Support scheme providers. Angela Murphy & Lorraine Blake. 0161 253 5940. [CentralAccess@bury.gov.uk](mailto:CentralAccess@bury.gov.uk)

The Central Access Point is a single point of contact for all people to access Housing Related Support Services, which also includes Supported Accommodation.

Support scheme providers in Bury are:

- Creative Support- Provides a complex needs service. This is for service users who have mental health, offending and substance misuse problems.
- Praxis- Specialist Substance Misuse
- Adullam- Single Homeless and Young People/Teenage Parents (16-25)
- Calico Enterprise- Homeless Families and Gypsies and Travelers



- WHAG- Women who have fled or are fleeing domestic violence
- Turning Point - Supporting people with mental health issues, learning difficulties and substance users
- Housing Link - Provides temporary accommodation, advice and support. Supported accommodation and ancillary services for single homeless people aged 16 upwards.
- Great Places Housing Group - Provides self-contained accommodation and support for teenagers who are pregnant or who have young children.
- Banardos - Supported, short-term support for homeless 16-21 year olds
- Irwell Valley - Supporting people with physical disabilities
- Making Space - Supporting people with mental health issues
- Richmond Fellowship – Supported housing for people with mental health issues

Referral forms are available to download on this page or from Housing Choices Reception at Bury Town Hall. Completed referrals can be posted, emailed, faxed or handed in to the Central Access Point.

- Housing Link. Jan O'Connor. [info@thehousinglink.org.uk](mailto:info@thehousinglink.org.uk)  
[www.thehousinglink.org.uk](http://www.thehousinglink.org.uk) 0161 723 2040.

Provides temporary accommodation, advice and support. Supported accommodation and ancillary services for single homeless people aged 16 upwards. 761 6660 is the 24hour Hostel Tel No. Housing Link Service - Mon - Fri 9.00 am – 5.00 pm.

Referral comes via the Central Access Point.

- Women's Housing Action Group. [whag@whag.info](mailto:whag@whag.info) [www.whag.info](http://www.whag.info)  
0161 761 5266

Housing related support for women and men who have fled domestic abuse. WHAG also run the Freedom Programme and recovery toolkit in Bury for further details see web site.

Referral comes via the Central Access Point.

- Bury Council's Affordable Housing Scheme.  
[www.bury.gov.uk/affordablehousing](http://www.bury.gov.uk/affordablehousing) 0161 253 7652  
[affordablehousing@bury.gov.uk](mailto:affordablehousing@bury.gov.uk) Jackie Summerscales.

The Affordable Housing Scheme allows individuals and families the opportunity to buy, part buy or rent a property on selected private developments throughout the Borough (you do not have to be a first time buyer). Some of these homes are available to buy with a minimum 20% discount off the full market value. In addition, there are a number



of homes to part buy and rent with a 20% discount off the full rental value. Please note, this is not Council housing.

### **3. Bury Directory Housing Support**

There is an extensive list of supportive organisations that offer housing support and advice via the Bury Directory. A full list of organisations and contact details can be found via the link below:

<https://www.theburydirectory.co.uk/kb5/bury/directory/results.page?qt=housing&term=&sorttype=relevance>

### **4. Local Support**

There are many housing associations across the borough some of the main providers are listed below:

- Citizen Advice Bureau (Bury District) 0300 330 1153.  
[www.burycab.org.uk](http://www.burycab.org.uk)

Bury District was formed in 1997 through the merger of Bury, Radcliffe and Prestwich bureau. At the beginning of 2015 we restructured our service delivery to include a dedicated telephone advice service – Advice line – to complement our existing services: drop-in sessions; face-to-face appointments; home visits where appropriate. In the last financial year we helped around 7,000 clients, with most enquiries relating to welfare benefits and debt problems.

- Six Town Housing. 0161 686 8000. [enquiries@sixtownhousing.org](mailto:enquiries@sixtownhousing.org)  
[www.sixtownhousing.co.uk](http://www.sixtownhousing.co.uk)

Six Town Housing is an Arms-Length Management Organisation (ALMO), which was set up in 2005 to manage the housing stock owned by Bury Council. We provide a wide range of services to around 8000 homes in Bury and aspire to deliver great services that improve the quality of your home and neighborhood.

- Great Places Housing Group. 0300 123 1966.  
[CAT@greatplaces.org.uk](mailto:CAT@greatplaces.org.uk) [www.greatplaces.org.uk](http://www.greatplaces.org.uk)

Great Places Housing Group exists to improve the lives of the people living in our 19,000 homes across the North West and Yorkshire. We are much more than just a landlord, providing a wide-range of services and promoting partnership work to create vibrant, sustainable communities.

The Group, which is supported by approximately 600 colleagues across five regional offices (our Manchester head office, Oldham, Sheffield, Blackpool, and Blackburn), encompasses:

- Great Places Housing Association – providing general needs rented homes and tenancy services as well as accommodation and services



that promote independence and wellbeing for some of society's most vulnerable people.

- Plumlife – an award-winning affordable home ownership company. Plumlife helps people to fulfil their home ownership dreams through Help to buy schemes such as Shared Ownership as well as outright sale.
- Cube – developing quality new homes for market sale and private rent. AKSA Housing Association. 0161 620 2992.  
[info@aksahousing.co.uk](mailto:info@aksahousing.co.uk)

New Charter Group is a social landlord with 19,500 homes. We have a turnover of £100 million and a workforce of around 850 people.

The Group consists of New Charter Homes (link is external), based in the Greater Manchester area, Gedling Homes (link is external) in Nottingham and Aksa Homes (link is external) in Oldham. We have our own New Charter Building Company (link is external), and one of our most recent partnerships is with Threshold (link is external), based in Oldham. We are proud to sponsor the New Charter Academy (link is external), in Ashton-Under-Lyne, the Silver Springs Primary Academy (link is external) and Copley Academy (link is external) both in Stalybridge.

Our mission is to provide GREAT Homes, GREAT Neighborhoods and GREAT People

- Acron Housing Association. 0161 214 4120.  
[enquiries@acron.org.uk](mailto:enquiries@acron.org.uk) [www.acron.org.uk](http://www.acron.org.uk)

We are a well-established Housing Association based at 12 Lloyd Street, Manchester with over 1,200 properties situated in the north west of England.

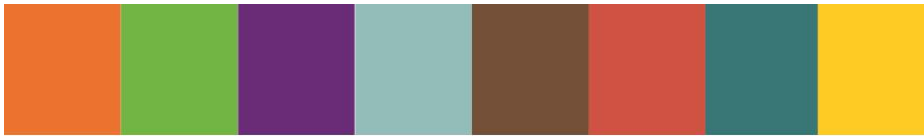
Arcon Housing Association is an exempt charity and is regulated by the Social Housing Regulator.

Arcon acts as corporate trustee and managing agent for two almshouses. The Dixon Almshouses have 6 properties in Christleton, Chester and the James Ainsworth Almshouses have 12 properties in Heaton Norris, Stockport.

We also act as managing agent for the Fairfield Moravian Housing Association. This association has 16 properties in Droylsden, Manchester.

- Contour Housing. 0345 602 1120, 0345 6021 120.  
[Linzi.stone@contourhousing.co.uk](mailto:Linzi.stone@contourhousing.co.uk) [www.contourhousing.co.uk](http://www.contourhousing.co.uk)





Provides support for vulnerable tenants dealing with varied issues.

- The Guinness Partnership. 0161 219 7000.  
[www.guinnesspartnership.com](http://www.guinnesspartnership.com)

We're here to improve people's lives and create possibilities for them. We do this by providing as many high-quality homes as possible. And the housing and care services that our customers need.

- Irwell Valley Housing Association. 0161 766 6450.  
[info@irwellvalleyha.co.uk](mailto:info@irwellvalleyha.co.uk) [www.irwellvalley.co.uk](http://www.irwellvalley.co.uk)

Irwell Valley is a dynamic, innovative and ambitious housing organisation that provides services to over 16,000 people across the North West of England.

- Johnnie Johnson Housing 0845 305 5335  
[general.enquiries@jjhousing.co.uk](mailto:general.enquiries@jjhousing.co.uk) [www.jjhousing.co.uk](http://www.jjhousing.co.uk)

Johnnie Johnson Housing is a not-for-profit housing association dedicated to offering quality homes for independent living.

- Prestwich and North Western Housing Association. 0161 773 5219  
[info@prestwichnwha.co.uk](mailto:info@prestwichnwha.co.uk) [www.prestwichnwha.co.uk](http://www.prestwichnwha.co.uk)

The Association is situated on the outskirts of Manchester in the village of Prestwich with all our properties located on the one site.

The Association was founded over 30 years ago to provide **affordable accommodation** to the residents of Prestwich. The Associations stock comprises of one and **two bedroom apartments** that, in the case of the **two bedroom** units, can accommodate up to 3 people.

- Regenda Homes. 0844 736 0066. [info@regendafirst.org.uk](mailto:info@regendafirst.org.uk)  
[www.regenda.org.uk](http://www.regenda.org.uk)

The Regenda Group is a great quality, innovative property business, creating the homes people need.

With around 13,000 properties across the North West, we have something for everyone, from modern city centre apartments and suburban family homes to supported housing for older people.

Regenda Homes is the not-for-profit part of the Group, a reliable and affordable landlord offering social housing. We work hard to look after our neighborhoods and improve communities. We care about our customers and offer services to help our residents do more than just find a home – from getting online to finding work.



- Sanctuary Housing. 0300 123 3511, 0800 131 3348.  
[Contactus@sanctuary-housing.co.uk](mailto:Contactus@sanctuary-housing.co.uk) [www.sanctuary-housing.co.uk](http://www.sanctuary-housing.co.uk)

With around 85,000 affordable homes in England, Sanctuary Housing is one of the UK's leading social landlords.

With more than 40 years' experience in housing, providing good quality, affordable homes is at the heart of everything we do.

- Springs TMC. 0161 764 3375. [springstmcoop@btconnect.com](mailto:springstmcoop@btconnect.com)

Springs Tenant Management Committee (TMC) was established under the Right to Manage in 1995 and the Tenant Management Organisation took on management responsibilities from Bury MBC on 1st July 1996.

We have over 300 properties in three discreet areas. One third of the properties was built in the 1930's with the remaining dwellings being built between 1950 and 1970. There is also a small estate of elderly persons dwellings which were built in 1974.

The majority of our properties are two storey, cottage type flats of one, two and three bedroom size. There are only around a dozen 3 bedroomed houses for rent, as a result of the Right to Buy.

The TMC employs its own professional staff which includes an Estate Director, a Housing Officer, a Financial Services Officer, Community Development Worker, and a part time Estate Handyman. The Committee itself consists of both tenant and independent members which includes Redvales 3 ward councilors.

The Co-op is responsible for all management duties, including rent collection, voids management, rent accounting, letting, day to day repairs and maintenance inspections, job ordering and invoice management. Bury MBC is responsible for all major repairs works and capital maintenance contracts such as gas servicing and grounds maintenance. Six Town Housing is the liaison point for any capital works required.

There is an estate based office, open five days a week and out of hours repairs are covered by an emergency monitoring service.



## Financial Wellbeing

### 1. Schools Policies & Procedures

Please see Schools Management Handbook

### 2. Bury Council's Internal Financial Wellbeing offer

The Council offers financial advice and support via the following services.

- Independent financial advice (Crawford Wealth Management)  
<http://intranet/index.aspx?articleid=12821>

Appointments are organised so that employees have the opportunity to sit down, discuss in private and ask questions regarding any aspect of their finances which may be of concern to them.

Depending on the nature of the issue discussed employees will:

- Have increased confidence in relation to money matters.
  - Have a better understanding of their financial situation.
  - Have a plan of action following their appointment.
  - Budgeting to saving,
  - Credit and borrowing,
  - Mortgages.
  - Insurance.
  - Pensions.
  - Retirement planning.
- 
- Pensions Team. [Pensions@bury.gov.uk](mailto:Pensions@bury.gov.uk) 0161 253 6050.
  - Fuel Poverty Information. Michelle Stott Energy Support Officer. 0161 253 6367. [M.D.Stott@bury.gov.uk](mailto:M.D.Stott@bury.gov.uk)

### 3. Bury Directory Financial Support

There is an extensive list of supportive organisations that offer financial support and advice via the Bury Directory. A full list of organisations and contact details can be found via the link below:

<https://www.theburydirectory.co.uk/kb5/bury/directory/results.page?qt=financial&term=&sorttype=relevance>

### 4. Local Support



- Manchester Credit Union. 0161 231 5222.  
[info@manchestercreditunion.co.uk](mailto:info@manchestercreditunion.co.uk) manchestercreditunion.co.uk

We envision our members having the opportunity to happily participate in all aspects of life.

MCU is a member owned financial co-operative, owned and controlled by its members, and has been in business for 25 years. It exists solely for the benefit of its members and any surplus generated is returned to members in the form of a dividend on savings, or used to improve services.

MCU is open to anyone who lives or works in the City of Manchester, Bury, Rochdale, Tameside, Trafford and the High Peak. Please see our [membership](#) section for full details of who can join.

#### Governance

Manchester Credit Union is governed by volunteer Board of Directors, who are elected by the membership at the Annual General Meeting. In addition to the board we also have a Finance and Governance Committee and Credit Committee. These committees are made up of directors to oversee specific aspects of Governance and accountability.

All Directors and senior managers are individually approved by the PRA & FCA as 'fit and proper'.

Prudential Regulation Authority (PRA) and Financial Conduct Authority (FCA)

Manchester Credit Union, in common with all UK Credit Unions, is authorised by the Prudential Regulation Authority (PRA) and regulated by the Financial Conduct Authority (FCA) and the Prudential Regulation Authority. Our Firm Reference Number (FRN) is 213400.

#### Auditors

We use professionally qualified internal auditors who work in conjunction with our Finance and Governance Committee to plan and carry out an annual audit plan. This is to provide assurance that our internal control processes are adequate and that they are working effectively.

We also have External Auditors, currently Halliday's LLP, who perform an annual inspection of the credit union's business and report to the members at the Annual General Meeting each year.

- Citizen Advice Bureau (Bury District) 0300 330 1153.  
[www.burycab.org.uk](http://www.burycab.org.uk)



Bury District was formed in 1997 through the merger of Bury, Radcliffe and Prestwich bureaux. At the beginning of 2015 we restructured our service delivery to include a dedicated telephone advice service – Advice line – to complement our existing services: drop-in sessions; face-to-face appointments; home visits where appropriate. In the last financial year we helped around 7,000 clients, with most enquiries relating to welfare benefits and debt problems.

- Sound Pound. <http://soundpound.co.uk/>

8 of the Greater Manchester Credit Unions and where to go for fair borrowing, savings and advice.

- Supportive Stem. 0161 447 8836.  
[m.delaney@supportivestem.co.uk](mailto:m.delaney@supportivestem.co.uk)

Supportive Stem brings a fresh, new approach to supporting people in debt and changing lives. As the person is central to our approach, we tailor bespoke professional packages of support based on what YOU want and what YOU need.

The various strands of this fully inclusive integrated service include Support with:

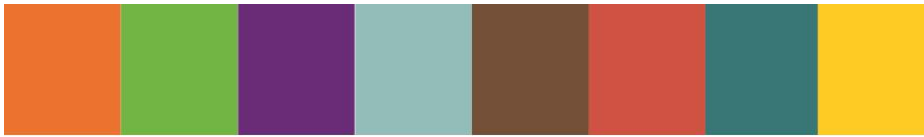
- Debt Awareness and Budgeting Skills
- Bank Accounts and Access to Affordable Lending Facilities
- The New Labour Market and Increased Employment Opportunities
- Bridging the Digital Divide with Help Getting On-Line
- Professional Counselling and Coaching Principles

Our integrated approach means that we support you with any central issues and also stem the multi- directional support to overcome barriers in any other area in your life. Giving you the skills and confidence needed to take control of your debts and take control of your life. You will then have the freedom to progress in the direction you want to go in and the ability to grow into the person you want to be.

Greater Together Manchester – Local Food Banks.

<http://greatertogethermanchester.org/find-support/food-banks/> 0161 828 1400. [info@greatertogethermanchester.org](mailto:info@greatertogethermanchester.org)

Working in partnership with Greater Manchester Poverty Action (GMPA), we have created a map to help you find your local food bank or other emergency food provider. We have tried to include all Trussell Trust Foodbanks as well as independent providers. Please ensure you check the opening times and any restrictions on access before going to any of the services listed below.



## 5. National Support

- National Debt Helpline. 0808 808 4000. [www.nationaldebtline.org](http://www.nationaldebtline.org)

Calls to National Debt line are free from landlines. If you are calling National Debt line on a mobile phone, most networks will not charge you for the call because you are ringing a helpline.

If you are deaf, hard of hearing or speech impaired, you can call us using the Text Relay service. National Debt line also uses a telephone-interpreting service. This means our advisers always have access to professional interpreters over the phone in 100 languages. If you do not speak English, it takes just a couple of minutes to get an interpreter on the phone who will translate accurately what you and the adviser are saying to each other.

- Step Change Confidential Debt Advice. 0800 138 1111. [www.stepchange.org](http://www.stepchange.org)

We provide free debt advice, to help you deal with your debt and set up a solution. We're here to help you.

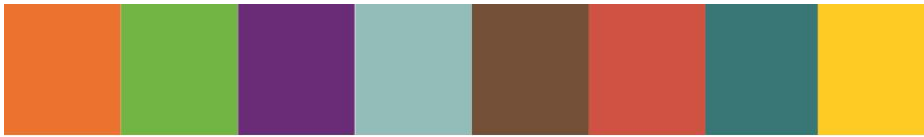
- The Money Advice Service. <https://www.moneyadviceservice.org.uk/en> 0800 138 7777

### Who we are and what we do

**People face hard choices with money throughout their lives – at moments of crisis such as a divorce, or when they choose products such as a pension or car finance. Confronted with these events, most of us could make smarter decisions, given the right support. Yet 24 million people in the UK do not feel in control of their finances, and 8 million risk not being able to service their debts.**

We do the things that, if we don't do them, nobody else will. Government has set MAS up, and funded us with a levy on financial services, to offer unique and essential help with money - whether that's best delivered directly by us, or through others.

We are in a fortunate and unique position, because we never sell anything to anyone. So we offer a comprehensive website with fast, free, independent help on everything from pensions to pet insurance. We offer a call centre with highly trained staff who can tell people where to get the right help at the right time on any financial topic.



We know we can't help everyone on our own. This is why we have established a 10-year plan to focus the activities of everyone working on the problem. We fund charities to offer half a million people access to expert, local debt advice.

We also work with financial services, government, and other sectors, collaborating with about 200 partners, seeking and sponsoring innovative ways to help people to save more and plan better for their future. We carry out tests and trials so that we can build evidence of what works and share it with others. We aim to empower every organisation offering money support to be as effective as it can be. This includes organisations working to build the money skills children and young people need for a successful adult life.

In 2017/18 we will help about 8 million people with their money and debts, and we will work to energize hundreds of other organisations around our long-term vision of how everyone in the UK can better manage their money.

Because we believe that when you control your money rather than the other way round, life is easier, happier and more productive.

### **Supporting people's money management**

Our service is available 24 hours a day via our [website](#) and six days a week by telephone on 0800 138 7777 (calls are free).

Anyone can use our service and we provide guidance across a wide range of money matters, including a number of useful [tools and calculators](#) to help people manage their money. Our focus is on supporting people who can benefit the most from our help or who are going through significant life events – such as saving for a home, dealing with the breakdown of a long-term relationship, or starting a family.

We also work with a wide range of other organisations to make our content available to their customers, clients, members, followers or employees. This includes producing and distributing a number of printed guides on specific subjects, which are also available for download on our website.

### **Helping people tackle problem debt**

We aim to help people avoid getting into unmanageable debt but, for those who do, we fund the provision of free, high-quality debt advice, delivered by our partners across the UK. The Money Advice Service is the largest single funder of debt advice in the UK.



We are also responsible for driving higher-quality and more consistent debt advice services across the UK – including those we do not fund directly. Our aim is to make sure people get the help they need to deal with their creditors and reduce their debt, and also the support to manage their money and build their financial resilience so they are less likely to get into difficulties.

You can find more information about our debt advice work [here](#).

- Martin Lewis MoneySavingExpert.com  
<https://www.moneysavingexpert.com/?msclid=01c3194ffb5f1770b11042733d5db8ee>

**MoneySavingExpert.com is the UK's biggest consumer website, with about 15 million users a month. The site's dedicated to cutting your bills and fighting your corner with journalistic research, cutting-edge tools and a massive community – all focused on finding deals, saving cash and campaigning for financial justice.**

The average person in the UK can give themselves the equivalent of a 25% pay rise by being an active, savvy consumer and shifting to the very best deals. This site's here to show you how. To get started, see the [Money Makeover](#) guide.

- Gamblers Anonymous. <https://www.gamblersanonymous.org.uk/>

Gamblers Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to do the same.

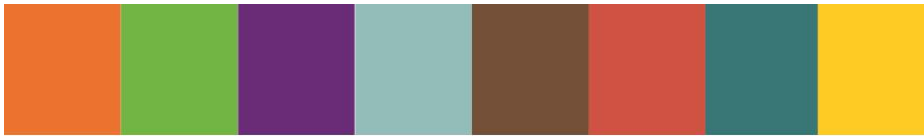
- Gam Care. <https://www.gamcare.org.uk/> 0808 8020 133.  
info@gamcare.org.uk

Gam Care is the leading provider of information, advice, support and free counselling for the prevention and treatment of problem gambling. We operate the National Gambling Helpline, provide treatment for problem gamblers and their families, create awareness about responsible gambling and treatment, and encourage an effective approach to responsible gambling within the gambling industry.

- NHS Gambling Addiction Information. (Free Quick Questionnaire)  
<https://www.nhs.uk/live-well/healthy-body/gambling-addiction/>

Being a compulsive gambler can harm your health and relationships, and leave you in serious debt.





If you have a problem with gambling and you'd like to stop, support and treatment is available.

- Pension Wise. Pensions' advisory service and money advice service joined as one. <https://www.moneyandpensionservice.org.uk/>
- State Pension. Information; state pension age, check your state pension etc. <https://www.gov.uk/browse/working/state-pension>
- Fuel Poverty: Groundwork. Green doctors offer practical support to people often those most at risk of fuel poverty, that helps them to make their homes more environmentally friendly and cheaper to run. <https://www.groundwork.org.uk/Pages/Category/green-doctor>
- Fuel Poverty: Turn2us How to cope with rising energy bills, Grants and schemes, What happens if I cannot pay my bills <https://www.turn2us.org.uk/Benefit-guides/Fuel-Poverty/Useful-resources>



## Cancer Support

### 1. Schools Policies & Procedures

Please see Schools Management Handbook

### 2. Bury Council's Internal Cancer Support Offer

Schools do not deliver internal support for cancer but do offer guidance via the managing positive attendance policy.

### 3. Bury Directory Cancer Support

There is an extensive list of supportive organisations that offer cancer support and advice via the Bury Directory. A full list of organisations and contact details can be found via the link below:

<https://www.theburydirectory.co.uk/kb5/bury/directory/results.action?qt=cancer&term=&sorttype=relevance&sr=0&nh=10>

### 4. Local Support

- Bury Cancer Support Centre. 0161 764 6609

Drop into the centre anytime for practical, emotional & social support from our team of experienced professional staff and volunteers.

You will be welcomed into a warm, friendly environment.

Take a look around the centre without pressure.

We offer a range of services from qualified professionals in our comfortable centre.

No appointment or referral is necessary.

All of our support is free.

Any donations are welcomed

- Chai Centre Prestwich – Carer Support

Chai Cancer Care provides comprehensive, professional and expert services to any member of the Jewish community affected by cancer - patients, their families and friends.

Chai operates from 9 sites across the UK and clients can attend these to receive services. Clients who are unable to go to a Chai site can receive



one to one services in their own homes, providing they live within geographical reach of a site.

Chai provides telephone counselling and advice services for clients not within reach of a Chai site, across the UK and internationally.

We are constantly updating and increasing our services to ensure that we meet the changing needs of our clients. We also assist clients when accessing NHS or social services care to ensure they receive the optimum services available.

Chai does not have waiting lists and will respond immediately.

Each client at Chai is given individual attention and we can ensure complete confidentiality.

All our professional staff are fully experienced, trained and accredited.

Chai does not receive any statutory funding. We do not charge our clients for our services.

- Maggies – Cancer Support. 0300 123 1801.  
<https://www.maggiescentres.org/>

Maggie's helps anyone affected by cancer. So at Maggie's you can talk to and get support from a range of professionals. Our 21 Centres are staffed by Cancer Support Specialists, Benefits Advisors, Nutritionists, therapists and Psychologists, all providing support in whichever way best suits you.

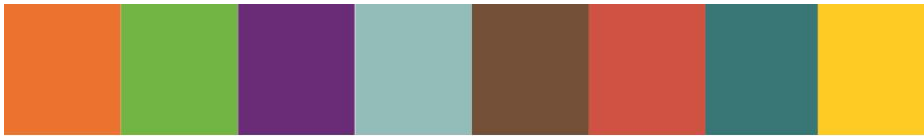
- Bury Multi-Agency Cancer Service 0161 764 6609  
<https://www.theburydirectory.co.uk/kb5/bury/directory/service.page?id=DUIX-RcBgAEZ>

Referring local people to a range of free and confidential support and advice services provided by local organisations:

- **Financial and Benefits Advice**
- **Counselling and Emotional Support**
- **Employment Advice and Support**
- **Health and Lifestyle Advice**
- **Complimentary Therapies**
- **Opportunity to meet other people affected by Cancer**

### **About Bury Multi-Agency Cancer Service**

This service offers people affected by cancer access to a range of free and confidential support and advice to meet their needs.



Through a single point of contact, initially by telephone, people can discuss any of the non-clinical issues or concerns they may have in confidence with a key worker.

Once an individual's needs are known, free and professional support will be offered from a range of organisations.

### **Is the service for me?**

This service is available for people who are affected by cancer, including people who have received a cancer diagnosis (during or after treatment), their carers and families. The service is for people aged 18 and above, who are registered with a Bury GP practice.

### **Which local organisations are on board?**

This service is managed by Bury Cancer Support Centre and is provided in collaboration with:

- Age UK - Bury
- Asian Development Association of Bury (ADAB)
- Bury Exercise and Therapy Scheme (BEATS)
- Bury Lifestyle Service
- Bury Society for Blind and Partially Sighted People
- Chai Cancer Care
- Citizens Advice Bureau (Bury)
- Creative Living Centre
- Health and Employment Service (Bury Council)

### **What support is on offer?**

Practical and confidential support and advice for a range of non-clinical issues such as financial and benefits advice, counselling, emotional support and more. Any concerns of a clinical nature should be directed to an individual's main care provider, this may be their Cancer Specialist Nurse, hospital team or GP practice

## **5. National Support**

- MacMillan Support  
[https://www.macmillan.org.uk/?utm\\_source=bing&utm\\_medium=pc&utm\\_campaign=Brand\\_Pure\\_EX&utm\\_term=mcmillan&utm\\_content=Brand%20Var\\_Misspells&gclid=CJGDht7T1dkCFQSOhQodYg4LAg&gclsrc=ds](https://www.macmillan.org.uk/?utm_source=bing&utm_medium=pc&utm_campaign=Brand_Pure_EX&utm_term=mcmillan&utm_content=Brand%20Var_Misspells&gclid=CJGDht7T1dkCFQSOhQodYg4LAg&gclsrc=ds)



At Macmillan, we know how a cancer diagnosis can affect everything. So we're here to support you and help you take back some control in your life. From help with money worries and advice about work, to someone who'll listen if you just want to talk, we're here.

- Cancer Research UK – Free Will Writing Service. 0300 123 7733. [https://www.cancerresearchuk.org/support-us/donate/leave-a-legacy-gift-in-your-will/free-will-service?utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=Brand%20%7C%20Wills%20%7C%20Exact&utm\\_term=cancer%20research%20free%20will%20writing&utm\\_content=Wills%20%7C%20Cancer%20Research%20%7C%20Exact&gclid=CLGNoZm8-9wCFYmUhQodihwPzQ&gclid=ds&dclid=CJvwqpm8-9wCFcGB3godzz8IyA](https://www.cancerresearchuk.org/support-us/donate/leave-a-legacy-gift-in-your-will/free-will-service?utm_source=bing&utm_medium=cpc&utm_campaign=Brand%20%7C%20Wills%20%7C%20Exact&utm_term=cancer%20research%20free%20will%20writing&utm_content=Wills%20%7C%20Cancer%20Research%20%7C%20Exact&gclid=CLGNoZm8-9wCFYmUhQodihwPzQ&gclid=ds&dclid=CJvwqpm8-9wCFcGB3godzz8IyA)

We've partnered with solicitors nationwide to provide a Will-writing service that is free for people over 55 who want to write or update a simple Will.

We can also offer guidance and information about leaving a legacy gift to Cancer Research UK.

If you would like your gift to be spent in a specific way, perhaps towards research into a specific cancer type or in your local area, please ask your solicitor to contact our Free Will Service Team who would be happy to help. Together we can create a future where people won't fear cancer the way we do today.

- Lloyds Banking Cancer Support Team. 0800 015 0016. <https://www.lloydsbank.com/help-guidance/customer-support/customers-affected-by-cancer/Default.asp>

Our Cancer Support Team offers customers guidance to help to alleviate the money worries that can be associated with a cancer diagnosis, from the potential impact on income, to everyday costs like transport to and from healthcare appointments.

Our team can provide:

- Help to assess and manage changes to your finances, at every stage from diagnosis to after treatment.
- Practical guidance on personal banking, savings, loans, mortgages and credit cards.

In some cases we can help lessen the financial impact of cancer. For example, we may be able to help with mortgage payment holidays and current account charges. Your individual circumstances will need to be taken into account as this isn't always possible.



We're here to help. Call us free on 0800 015 0016 (Monday to Friday, 9am to 5pm)

- Halifax Banking Cancer Support Team. 0800 028 2692. <https://www.halifax.co.uk/helpcentre/customers-affected-by-cancer/Default.asp>

Our Cancer Support Team

The team can help if you or a loved one has been diagnosed with cancer:

We're here to offer practical help and support with managing your finances at every stage from the time you are diagnosed to after treatment

We can give you help and guidance with your personal banking, savings, loans, mortgages and credit cards and in some cases may be able to offer help to lessen the financial impact of cancer.

We may be able to help with mortgage payment holidays and current account fees and charges for example, but your individual circumstances will need to be taken into account as this isn't always possible. We understand that your circumstances can change rapidly. If they do, please let us know as we will be better able to help.



## Transport/Travel Guidance

### 1. Bury Council's Policies & Procedures

There is no internal policy or procedure in relation to transport/travel.

### 2. Bury Directory Travel/Transport Guidance

There is an extensive list of supportive organisations that offer travel support and advice via the Bury Directory. A full list of organisations and contact details can be found via the link below:

<https://www.theburydirectory.co.uk/kb5/bury/directory/results.action?qt=transport&term=&sorttype=relevance&sr=0&nh=10>

### 3. Local Support



TFGM\_TC\_business\_  
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Local Link  
Travel Choices

Transport across Greater Manchester is evolving; from an expanding Metro link tram network and improved cycle routes, to new and innovative transport and journey planning options.

Travelling sustainably is easier than ever before and the Travel Choices team can help you get around by providing the incentives, support and information you need to get the most from transport in Greater Manchester.



## Bereavement

### 1. Schools Policies & Procedures

There is Bereavement guidance available for employees via the intranet. <http://intranet/CHttpHandler.ashx?id=13672&p=0>

### 2. Bury Council's Internal Bereavement Offer

- Occupational Health Service. – Counselling / Cognitive Behaviour Therapy (CBT) available in work time. Self-Refer on 0161 253 5156.
- Mindful Employer Plus Confidential Helpline. 0300 555 6006. – Need to reference Bury Council.

Confidential helpline available to Bury Council employees.

- Bury Council – Bereavement Guidance <https://www.bury.gov.uk/index.aspx?articleid=13885>

We know just how difficult a time it can be when someone close to us dies. The feelings of shock, loss and bewilderment can take over our lives. It is also a time when there are so many things to be done.

The Bury Council Bereavement Guide is a free publication, which is aimed specifically at helping you through this difficult time.

It will help you to access all the information you need to assist you through your bereavement, including suggestions of organisations you might like to contact for support. It will let you know what is required by law and what your choices are within it. The guide will hopefully provide you with a sympathetic, helpful and considerate service, as it is important that you have the most useful and clearest guidance to make sure that the arrangements you make are the ones that are best for you, your family and friends.

- Work Life Balance Toolkit (including special leave) <http://intranet/index.aspx?articleid=12601>

The Council recognises that, by offering a variety of flexible working and family friendly initiatives they are providing choices to help employees achieve a healthier work/life balance and enabling them to combine their work responsibilities with other commitments or personal aspirations. Services benefit too with more flexibility, extended opening/cover arrangements and employees with increased morale and motivation who are more productive.





### 3. Bury Directory Bereavement Guidance.

There is an extensive list of supportive organisations that offer bereavement support and advice via the Bury Directory. A full list of organisations and contact details can be found via the link below:  
<https://www.theburydirectory.co.uk/kb5/bury/directory/results.page?qt=bereavement+&term=&sorttype=relevance>

In addition there is an extensive list of supportive organisations that offer support around isolation and advice via the Bury Directory. A full list of organisations and contact details can be found via the link below:  
<https://www.theburydirectory.co.uk/kb5/bury/directory/results.action?qt=isolation&term=&sorttype=relevance&sr=0&nh=10>

### 4. Local Support

- Bury Hospice Bereavement Support.  
<http://www.buryhospice.org.uk/our-care-services/support-for-you/>

If you have never been in contact with a hospice, we realize that you might not have thought about the service we offer before. We even understand that many people prefer not to think about hospices at all. However, at Bury Hospice, we hope we can encourage you to find out how we touch the lives of people across Bury and beyond, and why the support we give to so many really matters.

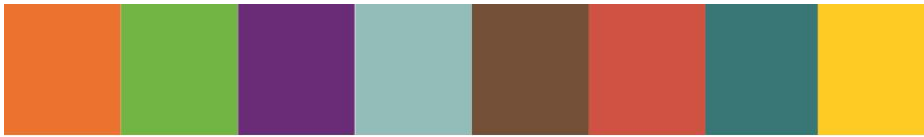
- Cruse Manchester. 07377710382 [Manchester@cruse.org.uk](mailto:Manchester@cruse.org.uk)

We offer support and help to those who are grieving, following the death of someone close. Such an event can affect us emotionally, physically, socially and in many practical areas of our life.

Bereavement can have serious effects on individuals, families and communities. Cruse Bereavement Care in Manchester is part of over 80 local services of the national charity Cruse Bereavement Care, which for over 50 years has given support and help to everyone who comes to us in their time of need. That help and support is strictly confidential and is given without charge.

Most of us, at some time in our lives will be faced with the death of someone we care very deeply about. When someone you love dies it can feel as though a piece of you has died too. But you don't have to go through it alone. We are here to support you through one of the most difficult experiences you will ever have to face. Our support includes confidential one to one meetings, telephone support and email support.

- Care Concern Loss and Bereavement Counselling Service. 0161 796 0807. [care.concern@hotmail.co.uk](mailto:care.concern@hotmail.co.uk)



Grief, loss & supportive bereavement counselling service. Counselling provided on a one to one basis in a safe and confidential environment. Volunteers are highly trained in loss and bereavement counselling and support

- Widows Empowerment Support Group. <https://widowsempowerment.com/>

The Widows Empowerment Trust was founded in January 2017 out of empathy for widows and widowers. The Trust was formed with a goal of empowering widows, promote social inclusion, supporting through grief and to fight isolation.

We are guided by a firm belief that our love and empathy can connect us all together despite age, religion, sexual orientation, race or culture. As an NGO and non-profit organisation, The Widows Empowerment Trust is open to people of all faiths, social backgrounds and abilities. We promote social inclusion, diversity and acceptance.

- Swan Bereavement Services. <https://www.pat.nhs.uk/our-services/bereavement-service.htm>

**The Royal Oldham Hospital**

Swan Suite Bereavement Centre, Chalmers Keddie Building, The Royal Oldham Hospital, Rochdale Road, Oldham, OL1 2JH - 0161 627 8321/8322/8323

**North Manchester General Hospital**

Swan Suite Bereavement Centre, Entrance 3, D Block, North Manchester General Hospital, Delaunays Road, Crumpsall, Manchester, M8 5RB - 0161 720 2199

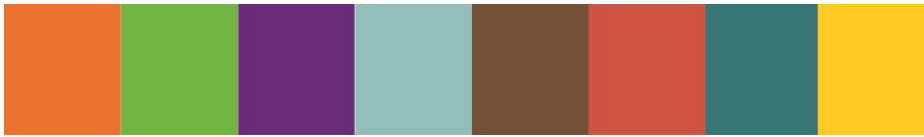
**Fairfield General Hospital**

Swan Suite Bereavement Centre, Fairfield General Hospital, Rochdale Old Road, Bury, BL9 7TD - 0161 778 3859

**Rochdale Infirmary**

Swan Suite Bereavement Centre / General Office, Whitehall Street, Rochdale, OL12 0NB - 01706 517027

Please note that these offices are closed on bank holidays alongside other council services i.e. Registrars.



## 5. National Support

- Bereavement Support Payment <https://www.gov.uk/bereavement-support-payment>

You may be able to get Bereavement Support Payment if your husband, wife or civil partner died on or after 6 April 2017.

You could be eligible if your partner either:

- paid National Insurance contributions for at least 25 weeks
- died because of an accident at work or a disease caused by work

When they died you must have been:

- under State Pension age
- living in the UK or a country that pays bereavement benefits

You can't claim Bereavement Support Payment if you're in prison.

- National Bereavement Service <https://www.nationalbereavementservice.org/>

Every bereavement is different and there are different processes dependent on your circumstances. Therefore the information on this site is for general use. If you have specific questions, you can call us on 0800 0246 121.

- Cruse Bereavement Care <https://www.cruse.org.uk/telephone-support> 0808 808 1677.

The Cruse Bereavement Care Free phone National Helpline is staffed by trained bereavement volunteers, who offer emotional support to anyone affected by bereavement.

Our volunteers are here to help you talk things through. They can also help you find your local Cruse service, or signpost you to other services and useful sources of information.

The helpline is open Monday-Friday 9.30am – 5.00 pm (excluding bank holidays), with extended hours on Tuesday, Wednesday and Thursday evenings, when we're open until 8.00 pm.

- Samaritans. 116 123. [jo@samaritans.org](mailto:jo@samaritans.org) <https://www.samaritans.org/>

People make contact with Samaritans for many different reasons.



We're carefully trained to put aside any personal beliefs. We won't give you a label, a diagnosis or a prescription.

And because you're talking to a stranger, you don't have to worry about our feelings.

We're always here

We're always open, round the clock, every single day of the year.

We're confidential

We want you to feel safe while talking to us, so you can tell us how you're really feeling. That's why we take your confidentiality very seriously

- Miscarriage Association. 01924 200799.  
[info@miscarriageassociation.org.uk](mailto:info@miscarriageassociation.org.uk)  
<https://www.miscarriageassociation.org.uk/>

If you've been affected by miscarriage, molar pregnancy or ectopic pregnancy, we hope this website will provide the information that you're looking for.

We hope that family, friends, colleagues and health professionals will find the site helpful too.

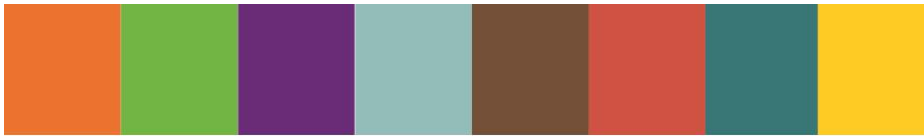
We're here to help you through.

- Tommy's. 0800 0147 800. <https://www.tommys.org/>

Miscarriage can be devastating. You may be struggling with grief, anxiety and shock, as well as mood swings and tiredness as your hormones adjust.

Our information pages are here to answer the questions that many couples ask about miscarriage. We've also spoken to thousands of women about their feelings after a miscarriage, and although no-one can tell you how you should or shouldn't be feeling, it can be reassuring to read about the experiences of others, in these support pages.

You can also call our midwives, who are trained in bereavement support, on 0800 0147 800.



## Family and Childcare Support

### 1. Bury Council's Policies & Procedures

The Children's Trust provides integration and partnerships to provide services around children, young people and families.

Children's Trust arrangements were introduced in the Children's Act 2004. The principle behind these arrangements is that stronger partnerships, greater integration of services and a shared purpose for all those working with children, young people and families leads to better services.

Bury Children's Trust brings together partners from a wide range of agencies with a shared commitment to helping children and young people be the best that they can; in particular those, who for many different reasons face more barriers than their peers.

The Children's Trust Board includes representatives from all the agencies and sectors whose work impacts most on children and young people.

### 2. Bury Council's Internal Family/Childcare Offer

- Work Life Balance Toolkit (including special leave) <http://intranet/index.aspx?articleid=12601>

The Council recognises that, by offering a variety of flexible working and family friendly initiatives they are providing choices to help employees achieve a healthier work/life balance and enabling them to combine their work responsibilities with other commitments or personal aspirations. Services benefit too with more flexibility, extended opening/cover arrangements and employees with increased morale and motivation who are more productive.

- Team Oasis <http://intranet/index.aspx?articleid=13088>

The main principle of Oasis Team is to prevent children, young people and their families from needing more specialist help and to support and empower families in accessing universal provision.

Children, young people and families are offered help when needs and/or concerns are first identified and, as a consequence of the early help offered, children's circumstances improve and, in some cases, the need for targeted services is lessened or avoided.

The pathway for intervention from Team Oasis via the Oasis Team Panel following a referral into Bury's Multi Agency Safeguarding Hub (MASH). Further information on AMSH can be found at:



<https://www.theburydirectory.co.uk/kb5/bury/directory/service.page?id=yOfWCXISQGA&directorychannel=7-7>

Team Oasis is targeted at families above the level for universal services but below the statutory social care intervention.

- Traveller Education Service. 0161 253 6594.  
[tes@bury.gov.uk](mailto:tes@bury.gov.uk) <http://intranet/index.aspx?articleid=13101>

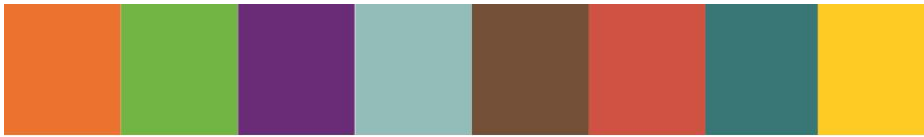
### **Who are the Travellers our service works with?**

- Anglo Romany Gypsies and Irish Travellers
- Welsh Gypsies and Scottish Travellers
- Fairground or Show people
- Circus families
- Roma
- New Travellers.

### **What service do we provide?**

- Develop home/school liaison to promote and improve understanding of the needs of Traveller children and the opportunities available to them.
  - On site provision for 0 to 5 year olds and family work to encourage the take up of nursery and early year's provision.
  - Assistance with the transfer of records for Traveller children across local authority boundaries.
  - A resource bank of materials from which loans may be made to schools and other agencies to promote work relating to Traveller communities.
  - In-service training to promote an awareness and understanding of highly mobile children and the Traveller culture and lifestyle.
  - Advice and support to schools regarding the needs of Traveller children and the use of appropriate materials and resources.
  - In school advice and support to aid the integration of Traveller children, help improve self-esteem and enable full access to the curriculum.
  - Monitor and support schools in the development of distance learning packs for use by pupils whilst travelling.
- Children Centres <https://www.bury.gov.uk/index.aspx?articleid=10693>

Children's Centres in Bury support children aged zero to five and their parents, carers and childcare providers to help ensure that Bury children are given the best opportunities at their most crucial time for development during the first five years of their lives.



Bury Sure Start Children's Centres offer lots of useful different services for you and your family to access locally. The services range from Adult courses to fun stay and play sessions.

There are five main Hubs, three Spokes and a smaller community outreach venue which means that every family in Bury will be able to access Children's Centre services.

Each hub has a timetable of sessions and each also provides an outreach family support service in the home to engage with families in the community. See the Bury Directory link below for information and the location of each Children's Centre Hub.

- Childcare & Activities  
<https://www.bury.gov.uk/index.aspx?articleid=10688>

Find out about childcare, child minders, holiday activities, before and after school clubs, crèches, nurseries, pre-school playgroups and more.

- Children with Disabilities  
<https://www.theburydirectory.co.uk/kb5/bury/directory/directory.page?directorychannel=2-1>

**Support for children with disabilities is available from a range of services:**

The Council's Children's Disability service is based at 3 Knowsley Place, Duke Street, Bury and provides an assessment and care management service for children who have a permanent and substantial disability or a life-limiting illness.

The legislative framework for the team is primarily through the Children & Families Act 2014, Children's Act 2004, The Chronically Sick and Disabled Persons Act 1970, The Carers and Disabled Children Act 2000 and The Breaks for Carers of Disabled Children Regulations 2011.

Information relating to the following areas can be found in the Bury Directory and link below:

- Short breaks and [read more information on this short breaks page](#)
- Bury First Point Family Support Services
- Bury2gether (the current Bury Parents Forum)
- Parenting and Families Team  
<https://www.theburydirectory.co.uk/kb5/bury/directory/service.page?id=r2nZD0Wdmgo>



### 3. Bury Directory Family/Childcare Guidance

There is an extensive list of supportive organisations that offer family/childcare support/offer and advice via the Bury Directory. A full list of organisations and contact details can be found via the links below; <https://www.theburydirectory.co.uk/kb5/bury/directory/family.page?familychannel=0>

Childcare Link -  
<https://www.theburydirectory.co.uk/kb5/bury/directory/results.page?qt=childcare&term=&familychannel=0&sorttype=relevance>

Family Link -  
<https://www.theburydirectory.co.uk/kb5/bury/directory/results.page?qt=family&term=&familychannel=0&sorttype=relevance>

### 4. Local Support

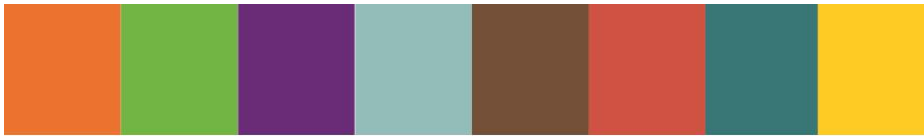
- Childcare and Early Education  
<https://www.theburydirectory.co.uk/kb5/bury/directory/directory.page?directorychannel=1-1>
  - Childminders
  - Crèche Facilities
  - Holiday Clubs and Play schemes
  - Nannies and Au Pairs
  - Nurseries
  - Pre School Playgroups
  - School Nurseries
- Pregnancy & Early Years  
<https://www.theburydirectory.co.uk/kb5/bury/directory/family.page?familychannel=5-6>

In the Pregnancy section you will find pregnancy related information, advice and support services ranging from the British Pregnancy Advisory Service (BPAS) who offer help and advice during pregnancy to Breastfeeding and Post Natal advice and support once baby is born.

The My Baby's 1st Year section has a range of advice and support services who offer help during baby's first year. This information ranges from Bury Register Office where you would register baby's birth to Cry-sis a service who Provides emotional support & practical information; supporting families with excessively crying, sleepless and demanding babies.

In the My Child's a Toddler (1-5s) section, there is information and advice for parents of pre-school children such as Netmums which is a forum which offers a range of advice from other mums. There are also





activities you can attend with your child such as Kids Rock which offer fun and educational music classes for pre-school children

For Parent & Toddler activities, please see out Parent & Toddler group's category in the Families, Parents & Children section.

- **Staying Safe & Safeguarding**

In this section you will find lots of useful information on how to keep you and your family safe it ranges from Bullying and Internet Safety to Child Sexual Exploitation, Child Protection and Safeguarding information.

There are also categories on Domestic Abuse, Drug and Alcohol Misuse and Crime. There is a section packed with information specifically aimed at Teenagers.

<https://www.theburydirectory.co.uk/kb5/bury/directory/directory.page?directorychannel=7>

## **5. National Support**

- Netmums <https://www.netmums.com/>

Netmums is one of the biggest parenting websites in the UK. The Rochdale & Bury local Netmums website covers local information on places to go, things to do, education and community, social and employment issues. Each site is set up around a local community and is totally interactive with much of the information on the site coming from other local mums.

- Childcare Choices [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Government help with childcare costs for parents. Whether you have toddlers or teens, you could get support. Includes;

- Free Childcare for 2,3 & 4 year olds
- Tax Free Childcare
- Tax Credits for Childcare
- Support while you study

- The Bury Directory [www.theburydirectory.co.uk](http://www.theburydirectory.co.uk)  
Includes national support services for families



## Social Isolation, Loneliness and Volunteering.

### 1. Schools Policies & Procedures

Please see schools Management Handbook

### 2. Bury Council's Internal Social Isolation/Loneliness Support

- Work Life Balance Toolkit (including special leave)

<http://intranet/index.aspx?articleid=12601>

The Council recognises that, by offering a variety of flexible working and family friendly initiatives they are providing choices to help employees achieve a healthier work/life balance and enabling them to combine their work responsibilities with other commitments or personal aspirations. Services benefit too with more flexibility, extended opening/cover arrangements and employees with increased morale and motivation who are more productive.

- Bury Libraries + Archives <https://www.bury.gov.uk/libraries/>

Reading for as little as 6 minutes can reduce stress levels by 60%

- The Reading Agency

The health benefits of using libraries saves the NHS just under £30 million a year

Reading fiction leads to higher empathy and better relationships with others

- Libraries Week 2018 <http://www.librariesweek.org.uk/facts/>

We support The Reading Agencies 'Reading Well Books on Prescription' which covers mental health, dementia, long term conditions and health issues effecting young people. Books are chosen and endorsed by health experts as well as people living with the conditions covered and their relatives/carers.

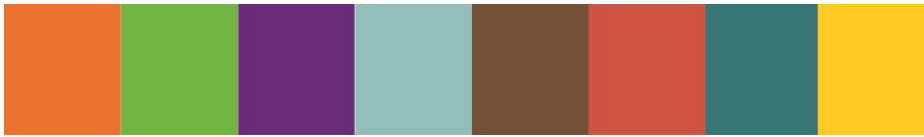
[https://bury.ent.sirsiidynix.net.uk/client/en\\_GB/default/search/results?qf=BOOKLISTS%09Booklists%09HEALTH%2C%09HEALTH%2C](https://bury.ent.sirsiidynix.net.uk/client/en_GB/default/search/results?qf=BOOKLISTS%09Booklists%09HEALTH%2C%09HEALTH%2C) .

As well as supporting national health & wellbeing campaigns we are also promoting the benefits that reading for pleasure can bring. Please visit our online catalogue to view all our stock:

[https://bury.ent.sirsiidynix.net.uk/client/en\\_GB/default/](https://bury.ent.sirsiidynix.net.uk/client/en_GB/default/)

We have over 40,000 e-books and e-audiobooks which are available via our download service <https://www.bury.gov.uk/ebooks> or if you'd like to read any of our e-magazines or e-comics, we have over 300 titles that can be read on your computer or mobile device.

<https://www.bury.gov.uk/emagazines>



You may borrow an unlimited number of e-magazines to keep forever or delete them from your device when you've finished.

If you're not a library member you can join at one of our libraries <https://www.bury.gov.uk/findalibrary> or you may join online <https://www.bury.gov.uk/joinalibrary>

In addition, we offer various social activities in our libraries, such as reading groups, author visits, craft groups as well as Storytime's for little ones and their parents, where you can meet others and make new friends. Some of these groups are volunteer led. If you are interested in joining a group or becoming a volunteer, please contact your local library <https://www.bury.gov.uk/findalibrary>

### **3. Bury Directory Social Isolation Guidance**

There is an extensive list of supportive organisations that offer support and advice around social isolation and loneliness via the Bury Directory. A full list of organisations and contact details can be found via the links below;

<https://www.theburydirectory.co.uk/kb5/bury/directory/results.action?qt=social+isolation&term=&sorttype=relevance&sr=0&nh=10>

### **4. Local Support**

- Ambition For Ageing <https://www.gmcvo.org.uk/ambition-ageing>

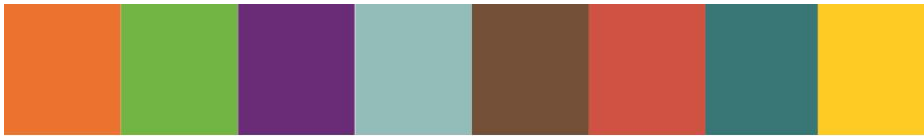
Ambition for Ageing is a £10.2 million Greater Manchester level programme aimed at creating more age friendly places and empowering people to live fulfilling lives as they age.

It is funded by the Big Lottery Fund's Ageing Better programme, which aims to reduce social isolation of older people.

Led by GMCVO, the 5 year programme is delivered by a cross-sector partnership with Local Delivery Leads (LDLs) leading on the work in 25 neighborhoods across 8 local authorities in Greater Manchester.

- Bury Voluntary, Community & Faith Alliance <http://www.buryvcfa.org.uk/>

VCFA enhances local community and voluntary action by enabling Voluntary, Community, Faith and Social Enterprise sector organisations (VCF) in Bury to provide support and deliver services. We will do this through effective strategic engagement with our statutory partners and by forging alliances with local businesses and communities.



## 5. National Support

- Mind – Loneliness  
<https://www.mind.org.uk/information-support/tips-for-everyday-living/loneliness/#.Wvm31U2Wzcs>

Feeling lonely isn't in itself a mental health problem, but the two are strongly linked. Having a mental health problem increases your chance of feeling lonely, and feeling lonely can have a negative impact on your mental health.

- Do-It.org – Volunteering Opportunities. <https://do-it.org/>

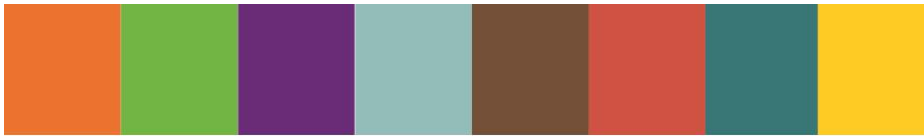
The UK's national volunteering database, Do-it.org makes it easy for anyone to volunteer in their community.

Do-it.org lists over 1m volunteering opportunities that are posted by volunteer centres, national/local charities and voluntary groups. Enabling 200,000 people every month to donate their time and build their skills, Do-it ensures that almost 60,000 organisations find the help they need to provide vital services to the community.

After redeveloping the service we transferred Do-it.org to [Doit.life](https://doit.life/), a joint social enterprise venture between the charity and Vivo Tech, where the service will launch on a new platform in 2018.

- Reach Volunteering. <https://reachvolunteering.org.uk/> 020 7582 6543  
[info@reachvolunteering.org.uk](mailto:info@reachvolunteering.org.uk)

Reach is the leading skills-based volunteering charity in the UK. We are the single biggest source of trustees for the voluntary sector in the UK. Connecting people, skills and good causes is our mission and our passion.



## Domestic Violence and Abuse

### 1. Schools Policies & Procedures

Please see Schools Management Handbook

<https://www.bury.gov.uk/CHttpHandler.ashx?id=17415&p=0>

### 2. Bury Council's Support Domestic Violence & Abuse.

Bury Council offers confidential support and advice. Bury Council has what are known as First Contact Officers that staff are able to go to.

<https://www.bury.gov.uk/CHttpHandler.ashx?id=6386&p=0>

### 3. Bury Directory Social Isolation Guidance

There is an extensive list of supportive organisations that offer support and advice around domestic violence via the Bury Directory. A full list of organisations, services and contact details can be found via the links below;

[https://www.theburydirectory.co.uk/kb5/bury/directory/adult.page?adultchannel=8\\_1\\_2](https://www.theburydirectory.co.uk/kb5/bury/directory/adult.page?adultchannel=8_1_2)

### 4. Local Support

Greater Manchester Support: It is now easier for victims and survivors of crime in Greater Manchester to get help and support. It doesn't matter when the crime took place or if you reported it to the police. [gmvictims.org.uk](http://gmvictims.org.uk) and ring 0161 200 1950. Call the helpline, get practical advice, read information and find a support service.

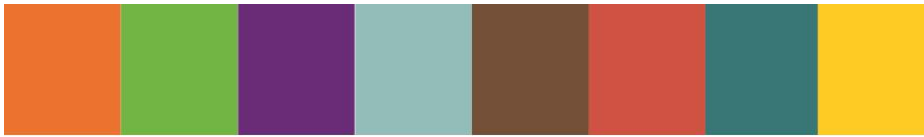


Fact\_Sheet\_DVA.pdf

- Bury Independent Victim Advocates. Consent must be obtained before referral is made. 0161 200 1950.  
[Northwest.vcu@victimsupport.cjism.net](mailto:Northwest.vcu@victimsupport.cjism.net) [gmvictims.org.uk](http://gmvictims.org.uk)

### 5. National Support

- Sitting Right with You Campaign.  
<http://www.sittingrightwithyou.co.uk/>  
[www.SittingRightWithYou.co.uk/YoungPeople](http://www.SittingRightWithYou.co.uk/YoungPeople) 0161 636 7525
- Citizens Advice Service.  
<https://www.citizensadvice.org.uk/family/gender-violence/domestic-violence-and-abuse>



## EDUCATION SUPPORT PARTNERSHIP

Education Support Partnership are the only UK charity dedicated to improving the health and wellbeing of the entire education workforce. Find out about what they do and how this could help you.

### Who are they?

They are your charity! As the UK's only charity providing mental health and wellbeing support services to all education staff and organisations, they are there for you.

Established 140 years ago as a benevolent fund for teachers, they have been continuously evolving to meet the changing needs of the education sector. Today they are proud to support anyone working in education, at any level and in any institution.

With over a third of education staff expected to leave the profession by 2020, they are needed now more than ever. Stress and anxiety levels across the sector are reaching alarming levels and calls to their helpline are increasing year on year.

They champion good mental health and wellbeing of teachers, lecturers, school leaders, support staff and prison educators throughout their careers and during retirement as well as supporting education leaders with a wide range of tools to help improve professional and organisational development too.

### Vision and Mission

- **Vision**

That everyone working in education is respected, supported and resilient.

- **Mission**

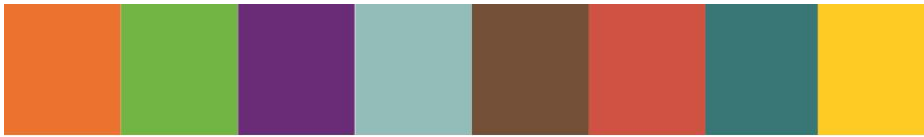
They give all educators, present and past, access to support services in their workplace and outside. They champion their health and wellbeing, because that is how the education sector will thrive. They recognise each individual as a person as well as a professional.

For education staff

### Helpline

There are many stresses on those who work in education - a challenging student, stress & depression, personal financial worries and so many more. That's why they offer free, confidential help and support, no matter what the problem.

Their trained counsellors listen without judgement. No issue is too big or too small.



**Their free and confidential helpline** is available 24/7 to everyone working in education and is available UK wide on 08000 562 561.

## Grants

Their grants service helps working in or retired education staff experiencing short-term financial issues. Use their **online form to apply for a grant**. They can also support with **training costs** if you're wishing to change career or re-join the education sector.

For education organisations

- **Employee Assistance Programme** - 24/7 advice, support and counselling for your whole team
- **Positive Workplace Survey & Programme** – tailored to the needs of your organisation and specifically designed to improve workplace culture and staff morale
- **Training & Professional Development** - range of workshops to strengthen and improve the performance of your staff
- **Headspace and Yourspace** – confidential, group programmes designed to develop head teachers, deputy heads and senior leaders through facilitated peer learning

To further discuss how they can support you or your organisation, please call 0207 697 2750 or email [info@edsupport.org.uk](mailto:info@edsupport.org.uk). **Find out more about the services they offer.**

## Information

Their website has information and advice on topics including:

- grappling with work-life balance
- handling stress
- managing disagreements at school
- managing your time
- relationships at work
- managing difficult student behaviour

Visit their **resources** page for more.

## Research

Their campaign for healthy and supportive conditions for all education staff in the UK:



- **Teacher Wellbeing Survey**

Each year they survey over education staff to gauge the health and wellbeing in the sector. They identify trends and offer solutions to organisations and individuals.

**How they do it**

They receive no government grants or funding. They exist thanks to the generosity of their donors and income from their work with organisations.

Their work is overseen by the Board of Trustees, many of whom have personal experience of education.

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