

## Welfare Support Scheme

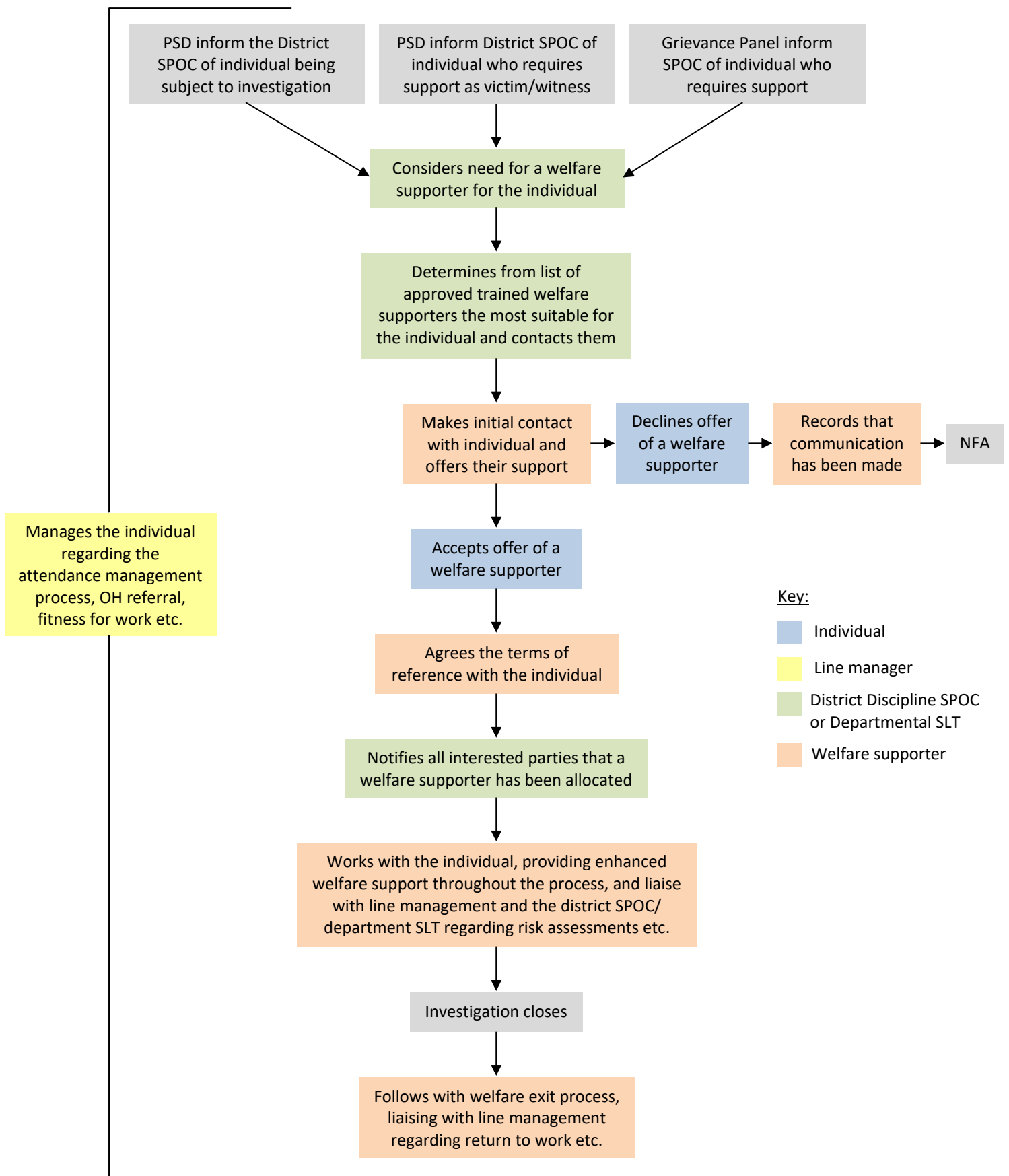
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## Flowchart



## Policy Statement

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### Summary

West Yorkshire Police (WYP) is committed to supporting its staff through Wellbeing and Engagement, enabling them to deliver the highest levels of performance and public confidence.

We are committed to delivering the Police and Crime Plan to ensure that the public feel safer and communities are safer. This can be achieved through a highly motivated workforce who, through the support of the organisation on a range of issues, will attain maximum performance.

To enable us to deliver this support to our staff, the welfare support scheme has been developed. The aim of this scheme is to formalise current arrangements within districts when appointing welfare support. Whilst not directive, the scheme is initially aimed at those members or staff who are subject to formal disciplinary proceedings or are identified as victims or witnesses in respect of these investigations who may benefit from additional support. The scheme has been extended to support those who submit, or are subject of, a grievance.

The scheme is run by districts and initially co-ordinated by the Professional Standards Directorate (PSD).

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### Scope

This policy applies to all police officers and police staff.

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## Principles

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### General

- The welfare support scheme seeks to formalise the current arrangements in deploying support to those subject to disciplinary proceedings. It is believed that it will offer benefits to all involved.
- The welfare support scheme also seeks to formalise the current arrangements for supporting internal witnesses and victims identified in the course of disciplinary/criminal investigations, in which there is a police perpetrator.
- The scheme has also been extended to include individuals involved in the grievance process.
- The scheme does NOT replace existing support schemes in place through the Police Federation or Unions.
- Welfare supporters will be provided formal training and will enter into an agreement with the individual concerned regarding their responsibilities.
- Welfare supporters will maintain a record of contact between themselves and the individual concerned.

- The Peer Support Network is a separate scheme coordinated by district wellbeing co-ordinators.
  - **Confidentiality through the scheme will be maintained at all times, however exceptions will be in circumstances where there is a criminal element or if the individual is a risk to themselves or others.**
  - The welfare support scheme will be delivered and administered at district or departmental level.
  - The scheme is optional to those subject to disciplinary proceedings.
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#### Use of the scheme

- If it is identified that an individual is needing someone to talk to, they can contact a peer supporter themselves via work email or face-to-face, or through their line manager. Individuals must be aware that the Peer Support Network is separate to the welfare support scheme.
  - If an individual is involved in the investigative process, a welfare supporter will be offered to them, and the choice of individual is flexible to their needs. There is no obligation to accept the offer, but it will be recorded that an offer has been made.
  - Individuals must co-operate where required when accessing and/or receiving support through the scheme, especially engaging when in relation to the investigative process.
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## The Role – Welfare Supporter

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#### Principles

- A welfare supporter is a specially trained volunteer from within the service who provides enhanced welfare support for colleagues, during misconduct or criminal investigations and any proceedings which follow, adhering to the terms of reference they agree with the individual.
- They are NOT advisors as this could in some cases prevent legal advice being provided. All staff will be directed to their respective Union or Federation for formal advice.
- The welfare supporter is a key co-ordinator between the staff member, line management, PSD, IOPC, Federation or Unions. They **do not** take the role of the line manager with regards to attendance management or work-related matters.
- Individuals concerned cannot choose their own welfare supporter. The only supporters deployed will be those that have received the training.
- A force list of trained welfare supporters is available on CARM, and are accessible through the skills search function within the system.
- An exit strategy will form part of the training, however support will continue to assist the return to work process.
- It is the district's responsibility to allocate welfare support to their staff and to maintain contact with the relevant welfare supporter.
- Welfare supporters will maintain their skills by attending a yearly workshop, sharing experiences and best practice.

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## Entry onto the Scheme

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### Principles

- Existing peer supporters can choose to become a welfare supporter by attending an additional one day's training.
  - A specific welfare two-day training package will be provided to those that do not wish to be district peer supporters but wish to become welfare supporters.
  - Individuals are not eligible for entry onto the scheme as peer supporters or welfare supporters if they:
    - Have breached the attendance standard; or
    - Are in the formal process regarding attendance, discipline or capability.
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## Responsibilities

### District Discipline SPOC/Departmental SLT

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#### Responsibilities

- District Discipline SPOCs or the departmental SLT are responsible for:
- Identifying where an individual would benefit from welfare support;
  - Identifying from the force list of trained supporters the most suitable supporter based on relationship, rank, role and location for an individual;
  - Notifying **ALL** interested parties of when a welfare supporter has been allocated;
  - Maintaining contact with the welfare supporter; and
  - Completing a pre-hearing risk assessment (if applicable) in consultation with the welfare supporter.
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## Line Managers

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#### Responsibilities

- Line managers are responsible for:
- Continuing to hold their line management responsibility for those subject to discipline proceedings or investigations;
  - Continuing to hold their line management responsibility for those victims and witnesses involved in discipline proceedings or investigations;
  - Maintaining responsibility for attendance management processes, OH referrals, fitness for work assessment etc.; and
  - Liaising where necessary with the welfare supporter to assist any risk assessments or return to work process.
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## PSD Co-ordinator

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- Responsibilities** The PSD Co-ordinator is responsible for:
- Co-ordinating and providing training for welfare supporters;
  - Maintaining the list of those trained for district SPOCs and departmental SLTs; and
  - Maintaining resources such as iLearn to assist supporters.
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## Exit from the Scheme

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- For individuals using the scheme**
- As part of their training, welfare supporters will agree an exit process within the agreement with the individual when the case is finalised.
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- Welfare supporters**
- Welfare supporters are able to remove themselves from the scheme at any time.
  - Individuals who wish to do this must inform their district or department SPOC and the PSD co-ordinator.
  - Individuals leaving the scheme at their own request will be able to re-enter at a later stage.
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## Additional Information

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### Compliance

This policy complies with the following legislation and policy:

- Equality Act 2010
- Police Regulations 2003
- Data Protection Act 2018
- Attendance Management policy
- Discipline – Police Staff policy
- Police (Performance) Regulations
- Police (Misconduct) Regulations
- Capability Procedure Performance policy