**COMMENCE CIC**  
**Well-being and Mental Health Policy**  
**(Supporting Staff, Volunteers, and Clients Engaged in Mindfulness and Therapeutic Activities)**

**1. Purpose**  
The purpose of this policy is to promote and safeguard the well-being and mental health of all individuals involved in mindfulness and therapeutic activities organized by Commence CIC, including staff, volunteers, and clients. We are committed to creating a safe, supportive, and inclusive environment where mental health is prioritized, and well-being is actively nurtured through mindfulness practices, therapeutic massage, and other related activities.

**2. Scope**  
This policy applies to all staff, volunteers, and clients who participate in mindfulness practices, therapeutic massage, or related well-being activities organized or facilitated by Commence CIC.

**3. Commitment to Well-being and Mental Health**  
Commence CIC recognizes that mental health is an essential aspect of overall well-being. Our approach is holistic and aims to provide physical, emotional, and psychological support to all participants. We are committed to:

* Offering access to mindfulness-based practices and therapeutic services that promote relaxation, stress relief, and mental clarity.
* Creating an inclusive and non-judgmental space where individuals feel safe and supported in exploring their mental and emotional health.
* Ensuring that staff, volunteers, and clients have access to resources and support for maintaining their well-being.

**4. Mindfulness and Therapeutic Activities**  
The Organization offers a variety of mindfulness and therapeutic activities aimed at enhancing well-being, including:

* **Mindfulness Meditation**: Teaching techniques to help individuals stay present, manage stress, and build emotional resilience.
* **Therapeutic Massage**: Providing therapeutic massage services to reduce stress, promote relaxation, and support physical and mental health.
* **Breathing Exercises and Relaxation Techniques**: Helping individuals manage anxiety and stress through guided breathing exercises and other relaxation practices.
* **Self-care Workshops**: Providing education and tools for individuals to practice self-care and mental well-being outside of our sessions.

**5. Well-being Support for Staff and Volunteers**  
We recognize that staff and volunteers are at the heart of our service delivery. Their well-being is essential to their ability to provide quality mindfulness and therapeutic services. As such, we commit to the following:

* **Ongoing Training and Support**: Providing regular training for staff and volunteers in mindfulness, mental health first aid, and stress management techniques.
* **Workplace Well-being Initiatives**: Encouraging staff and volunteers to participate in wellness activities, such as mindfulness sessions or therapeutic massages, to foster personal well-being.
* **Mental Health Resources**: Providing staff and volunteers with access to mental health resources, including confidential counseling services, support groups, and information on mental health services.
* **Work-Life Balance**: Promoting a healthy work-life balance by encouraging breaks, flexible working hours, and respecting personal boundaries.
* **Regular Well-being Check-ins**: Encouraging staff and volunteers to check in regularly about their mental health and well-being with management, ensuring a supportive work environment.

**6. Well-being Support for Clients**  
We are dedicated to ensuring that all clients who participate in mindfulness or therapeutic massage sessions receive the support they need for their mental health and well-being:

* **Confidential and Compassionate Care**: All interactions with clients will be handled with respect, empathy, and confidentiality. We will create a safe space where clients can feel comfortable discussing their well-being and mental health needs.
* **Personalized Sessions**: We will tailor mindfulness and therapeutic massage sessions to meet the individual needs of each client, ensuring that each person receives the care that is right for them.
* **Mental Health Awareness**: Staff and volunteers will be trained to recognize signs of mental distress in clients and offer appropriate support or referrals to professional mental health services if necessary.
* **Post-Session Reflection**: After mindfulness or therapeutic massage sessions, clients will be encouraged to reflect on their experiences and share any feelings, concerns, or thoughts that may arise. We may also provide resources for clients to continue their mental health journey.
* **Resource Sharing**: Clients will be given access to additional mental health and well-being resources, including local therapy services, support groups, or relevant online materials.

**7. Confidentiality and Safeguarding**  
We understand the sensitive nature of mental health and well-being discussions and are committed to upholding the confidentiality of all participants.

* **Confidentiality**: All staff and volunteers are required to maintain strict confidentiality regarding any personal or sensitive information shared by clients, unless there is a risk of harm, in which case we will follow safeguarding procedures.
* **Safeguarding**: We are committed to safeguarding the well-being of all individuals involved in our activities. Any concerns about the welfare or safety of a client will be addressed in accordance with our safeguarding procedures.

**8. Mental Health First Aid and Crisis Management**

* **Mental Health First Aid**: Key staff and volunteers will be trained in mental health first aid to support individuals who may experience mental health crises or challenges during activities.
* **Crisis Management Protocol**: In the event that a client, volunteer, or staff member experiences a mental health crisis during an activity, we will have a clear and supportive protocol for managing the situation. This may include providing immediate emotional support, offering resources, and making referrals to appropriate mental health professionals.

**9. Evaluation and Continuous Improvement**  
Commence CIC will regularly evaluate the effectiveness of our well-being and mental health initiatives to ensure they are meeting the needs of staff, volunteers, and clients. This will include:

* **Feedback**: Gathering regular feedback from staff, volunteers, and clients about their experiences and mental health support needs.
* **Ongoing Improvement**: Using feedback to continuously improve our services, training, and policies to better support the well-being and mental health of all participants.
* **Monitoring Impact**: Assessing the impact of our mindfulness and therapeutic activities on participants’ mental health, and making necessary adjustments to enhance their effectiveness.

**10. Access to Support and Resources**  
Commence CIC will provide all staff, volunteers, and clients with access to additional mental health support, including:

* **External Mental Health Resources**: A list of local mental health professionals, crisis helplines, and support services will be available to all participants.
* **Counseling Services**: Where possible, we will offer or direct individuals to counseling services that provide confidential, professional mental health support.

**11. Policy Review**  
This policy will be reviewed annually and updated as necessary to ensure that it remains relevant and effective in supporting the well-being and mental health of our staff, volunteers, and clients.

**Date Adopted: 16/02/2025**  
**Signed by:** Maryam Seyad  
**Position:** Founder

**Commence CIC**