

Mental Health First Aid Network

Terms Of Reference

Aims and Objectives

The aim of this network is to provide support and resources for the members of the Mental Health First Aid Network.

Objectives:

1. Provide a safe and confidential place for members to share their experiences.
2. Share best practice in removing stigma and fear associated with mental ill health and empower confidence in approaching and supporting a person in distress.
3. Share ideas, experiences, knowledge and sources of advice and support for signposting.
4. Discuss areas of concern raised by individuals supported by members and by those trained in Mental Health First Aid, to facilitate informed approaches to enhancing support provided by the University.
5. Ensure a consistent approach to directly supporting others, including maintaining professional boundaries.
6. Encourage the development and refreshing of the skills of members.
7. Support network members self-care.

Mode of Operation / Functions

The network will meet regularly and be overseen by the Mental Wellbeing Engagement Officer, or other appropriate member of staff agreed by the Head of Experience, Engagement & Wellbeing.

- (a) Arrange for the network to meet at appropriate intervals and at times which are most convenient and encourage maximum attendance. Ensuring that different days/times are offered.
- (b) Ensure that the meetings adhere to the agreed principles of confidentiality, including that the meetings are not recorded and that attendees are reminded that all information shared is done so in strict confidence and that the specifics of cases are not to be discussed outside the Forum.
- (c) Ensure that, as far as possible, everyone has an opportunity to speak at the meeting but not put under any pressure to do so.
- (d) Share best practice from all members of the network.
- (e) Where appropriate, make recommendations to appropriate forums, committees, or senior managers in the light of discussions at the network meetings.

Membership & Quorum

All members who have completed the mandatory Scottish Mental Health First Aid course and who have subsequently committed to being a Mental Health First Aider and network member within the university setting, are invited and encouraged to attend the Forum.

Others may be invited to attend individual meetings to facilitate development and refreshing of the skills and knowledge of its members. There is no minimum level of attendance for a meeting to go ahead.

Administration

- (a) The network will meet most months and at least eight times per annum and these will, as far as possible, be programmed in advance.
- (b) No formal minutes shall be taken or kept of the meetings.
- (c) Attendees are asked to keep only notes relevant to themselves (such as an action to take a recommendation elsewhere or the advice they received), not to reference any individuals and to keep them only for as long as necessary.
- (d) Any information given during the meeting relating to resources, links, courses, events etc. will be summarised and shared after each meeting in the Network Team's channel.