



# Welcome Booklet

Registered Charity Number: 517589    Company Number: 1991226

# Welcome to Bassetlaw Mind

---

Bassetlaw Mind exists to provide support, information and guidance on mental health issues. Our vision is to ensure that everyone experiencing a mental health issue gets both support and respect.

Our goals-

- Encourage holistic wellbeing
- Empower choice
- Improve services and support
- Enable inclusion
- Remove inequality
- Raise awareness
- Encourage personal development and recovery

This booklet has been produced to give you an insight into our organisation and to provide you with the necessary details to ensure you get the right support.



# Meet the Team

---



Nic Roberts  
Chief Executive Officer



Nicola Rea  
Centre Coordinator



Haley Berry  
Training Officer



Dave Bacon  
Community  
Outreach  
Coordinator



Julie Levers  
Administrative Assistant

# Governance and Quality Assurance

## Board Of Trustees

Bassetlaw Mind is governed by a Board of Trustees who are responsible for-

- Making sure we meet our charitable objectives
- Making sure that we operate legally
- Making sure that our activities benefit the people of Bassetlaw

The board of Trustees is made up of local people with and without personal experience of mental health issues and their experience includes-

- Statutory mental health services
- Counselling and Cognitive Behavioural Therapies
- Business and Finance
- Charity management
- Volunteering
- Local Government
- Project management
- The Bassetlaw District

## Mind Quality Mark

The Mind Quality Mark is a robust quality assurance framework developed by Mind and endorsed by the Charity Commission.

Every local Mind is required to comply with the Mind Quality Mark and submit the required information as part of its affiliation agreement.



# Membership to Bassetlaw

---

As we are a charity, Bassetlaw Mind has to raise funds to enable us to offer our services and continue to support as many people as we can, as such we ask that our service users pay an annual membership fee.

Included in this yearly membership fee is admission to the programme of support that we run to aid recovery.



# Programme of support

---

Bassetlaw Mind have developed a programme of support called **Living Well** to ensure that it can meet the differing and extensive needs of the local community. Professional and self referrals are accepted depending on the services required.

Services have 3 steps and provide different levels of support and activities depending upon needs. All steps provide information, signposting, relaxation and complimentary therapies, one to one support, group support, education and training, recovery mentoring, life and positive impact coaching, eco therapy, gender specific services, talking therapies, physical health and wellbeing and support for carers.

Each step is accessible for up to one year depending upon individual needs.

In addition to the steps, service users can access our **Open Services** (such as our library of information, relaxation podcasts, referrals to partner agencies—Healthwatch and North Notts Support Partnership, courses and wellbeing therapies). **Lifetime Membership** allows access to some social and community services to encourage and uphold recovery.

**Step one - Understanding Acceptance and Change**

**This step provides a range of services to those with the greatest need, it focuses on those at an early stage in their recovery who need a more intense level of service and support . Led by professional trained Bassetlaw Mind staff.**

**Step two - Focus on recovery**

**This step provides services to those who are mid way in their recovery journey who will benefit from a mix of supported and independent services, involving both professionally trained Bassetlaw Mind staff and Volunteers.**

**Step three - Living with**

**This step provides services to those who are in a position to be integrated back into mainstream community services and support , the step is supported by volunteers and peer leaders.**

# Examples of services

---

Telephone befriending— a weekly phone call for those people who prefer to access support in their own homes

Face to face befriending—a weekly one to one session with a trained volunteer

Gender Specific Support—group based support for men and women

Education and Training— courses to support mental wellbeing, build resilience and develop new skills

Creative Therapies— sessions using the arts to build confidence, self esteem, develop new skills and increase social inclusion

Mentoring—sessions with a trained volunteer mentor using the recovery star to help set goals and identify outcomes

Life Coaching- Sessions will be available for individuals to work with a life coach. A life coach is someone who aims to help and empower others to make, meet and exceed personal goals allowing them to feel fulfilled within many areas of their lives

Information Clinic- A weekly information and signposting service

Coffee Mornings- Monthly social and peer support opportunities

Carers Support- Courses, peer support and social activities for those caring for someone with a mental health issue

Counselling- Sessions with person centred counsellors providing an opportunity to talk through issues

# Volunteering

---

Volunteering is at the heart of Bassetlaw Mind. The organisation is committed to providing a positive and rewarding experience for volunteers, all of whom are DBS checked and take part in a formal induction and supervision. Training programmes are offered to encourage personal development.

Roles for volunteers include-

- Telephone Befrienders
- Community Befrienders and Recovery Mentors
- Reception
- Signposting and Information
- Counselling
- Course Coordination
- Fundraising
- Driving



# House rules

---

1. Not to be verbally aggressive and offensive e.g. Swearing or shouting.
2. Not to be physically aggressive.
3. Respect individuals point of view.
4. Treat people as you would expect people to treat you.
5. Respect individuals personal space.
6. **Confidentiality is important.** Do not repeat any conversation to individuals outside of the groups or services to anyone. If you do have any concerns at all please see a member of staff.
7. Do not divulge individuals medical history. **This is private.**

8. If you are attending a group, please arrive on time. If you are unable to attend please inform someone that you will not be coming in.
9. Leave the kitchen tidy before leaving the building e.g. Wash and dry pots.
10. Smoking should only take place in the allocated place; in the back yard and all cigarette ends placed in the bin provided. Access to the backyard is through the side gate, do not smoke in front of the building.
11. Please be aware Bassetlaw Mind will not take responsibility for lost or damages items while in attendance with any of our services.
12. If you are unable to attend your community meeting please ensure you contact our centre to inform staff. They will then inform the volunteer.

**Please Note**– In the event of a fire, please follow the Bassetlaw Mind Fire Evacuation process which is located in reception.



# MensSana Training

MensSana Training is a partnership between Bassetlaw Mind and Central Notts Mind and donates its profits to support the delivery of frontline mental health services across North Notts. MensSana offers both pre-existing packages of training as well as bespoke commissions to meet tailored needs.

## **Courses include-**

### **An introduction to mental health-**

- what is mental health
- common symptoms
- recognising signs
- the impact on a persons life
- basic treatment options
- where to get help

### **Mental health in the workplace-**

- introduction to mental health, what are the symptoms and recognising the signs
- depression and anxiety, a closer look at these condition, how they present in someone, treatment options, referral options and ways to help
- listening skills

## Effectively managing mental health in the workplace-

- Wellbeing and common mental health symptoms (including the *exploration of conditions – depressions, stress and anxiety, bipolar disorder, schizophrenia*)
- How symptoms present in a persons life and in the workplace
- Treatment options
- Ways to support
- Mental Health and the Business Case
- The cost of mental health in the workplace
- Mental health and the law
- Reasonable adjustments
- Effective management strategies

## Men in Mind-

- Symptoms of poor mental health –*how we are feeling*
- Working life –*impact of mental health problems at work, the relationship between health and work, workplace attitudes and culture*
- Tools for recovery –*how can we help ourselves, how can our colleagues help us*

## The 5 principles of understanding mental health-

- The Wellbeing Scale - Wellbeing toolkit, the importance of good mental health and how to keep ourselves well
- Mental Health Conditions - A detailed look at the symptoms and treatment options of stress and anxiety, depression, schizophrenia and bi-polar
- Person Centred Care - Understanding person centred care and the professionals involved (carers, peer support, self help, professional teams, local services)
- Importance of Trust - Confidentiality and expectations, safeguarding, honesty, limitations and capacity
- Road to Recovery - Living with, relapse, support mechanisms and prevention



# Your Notes

---

---

---

---

---

---

---

---



**Contact us-  
6 Hardy Street, Worksop, Notts, S80 1EH**

**Tel: 01909 476075**

**Email: [hello@bassetlawmind.org.uk](mailto:hello@bassetlawmind.org.uk)**

**Website: [www.bassetlawmind.org.uk](http://www.bassetlawmind.org.uk)**

**Registered charity Number: 517589**

**Company Number: 1991226**

