

**Production wellbeing pack**
For guidance on how to complete this template:

* See our Toolkit guide: [**Communicate your wellbeing plan to your team**](https://wholepicturetoolkit.org.uk/pre-production/communicate-your-wellbeing-plan-to-your-team/)
* To personalise this pack to your production’s specific needs, replace **all bracketed copy with your production's information**.
* Use the desktop version of Word (rather than browser) for the best editing experience.
* For any suggestions to improve this template, or any part of the Toolkit, we’d love to [**hear from you**](https://surveys.hotjar.com/25003442-e9a4-4aef-82b5-c0c7ecf9d920).
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**Add: [Production name] [Other useful details]**

**To: All cast and crew [add any other interested parties, such as suppliers]**

At **[company / companies]** we’re committed to supporting mental health and wellbeing on all productions.

Our aim on this production is to create a supportive culture, where all individuals are valued, people can share their thoughts and everyone is confident that action will be taken where needed.

We have a zero-tolerance approach to any form of bullying, harassment, racism and discrimination.

**This involves you**

Wellbeing on productions is everyone’s responsibility.

We must all support each other’s mental health and ensure wellbeing is central to how we work together.

We look to team members at all levels – on- and off-screen talent, including production and creative leads – to share our commitment to creating a psychologically safe environment for everyone.

**[Add any additional information on measures your production has introduced to prioritise mental health.]**

**Our support: contacts and resources**

Please take the time to read through the following information outlining our support resources and get in touch with **[add the appropriate contact]** if you have any questions:

 **Bullying and harassment policy**

Read our bullying and harassment policy. **[Add a link or specify if the policy is attached to an email]**

If you have any questions or need to discuss a specific issue or concern, please contact:

**[Add name, role and contact details]**

**[You can also include details of the Film and TV Support Line and/or Bullying Advice Service here – see our details below].**

 **Wellbeing policy**

Read our wellbeing policy. **[Add a link or specify if the policy is attached to an email]**

**[Expert support]**

**[Add details of any expert support the production provides, such as mental health first aiders, wellbeing facilitators or similar support, including therapists and psychologists. Include details on how each role supports both the production and individual as well as how and when to access the support.]**

 **Additional support provided by [insert company]**

As a production, we have provided the following support to help us achieve our aim of supporting mental health and wellbeing to help you to do your best work:

**[Insert details on how any additional support can be accessed.
If you don’t have anything in place, find out more about what to offer in the** [**resources section of the Toolkit**](https://wholepicturetoolkit.org.uk/resources/)**]**

**Film and TV Charity support**

If you work behind the scenes in the industry and would like external confidential support, The Film and TV Charity offers:

* [A free 24/7 Support Line](https://filmtvcharity.org.uk/your-support/24-hour-support-line/) – for legal queries, mental health and wellbeing support, financial worries or just a listening ear – on: 0800 054 0000.
* Up to six free therapy sessions, depending on your circumstances
* A [Bullying Advice Service](https://filmtvcharity.org.uk/your-support/bullying/) and a range of online [resources on mental wellbeing](https://filmtvcharity.org.uk/your-support/mental-wellbeing/)
* [Financial support tools](https://filmtvcharity.org.uk/your-support/financial-support/) and related online resources

 **External support resources**

* The [Mind website](https://www.mind.org.uk/) provides a range of useful information, including advice on [keeping mentally healthy at work](https://www.mentalhealthatwork.org.uk/) and [mental health conditions covered under the Equality Act 2010](https://www.mind.org.uk/information-support/legal-rights/disability-discrimination/equality-act-2010/).
* The NHS provides advice on [workplace adjustments for mental health conditions](https://www.nhshealthatwork.co.uk/images/library/files/Government%20policy/Mental_Health_Adjustments_Guidance_May_2012.pdf).
* [Samaritans](https://www.samaritans.org/how-we-can-help/contact-samaritan/) offer support and a free listening service – call 116 123.

 **Remember to look after yourself**

It’s easy to forget how to look after yourself when things get busy on a production – and it can feel overwhelming. Follow these quick tips to look after your most important asset – you!

1. We all know how important sleep is, so try to build in a good sleep routine and catch up on those zzz’s whenever possible.
2. Build a support network of people and lean on them when needed.
3. Try to prioritise regular exercise where you can.
4. Eating a healthy diet and cutting down on alcohol can help you feel better, especially during stressful times.
5. Build in some time to relax during your day and at weekends.
6. Look out for yourself and others. This production takes a zero-tolerance approach to bullying, harassment and any form of discrimination, so if you experience it or witness any such behaviours, you don’t have to go through it alone.
Use the support listed above, and if you need to speak with someone on the production, please contact **[add name, role]**.
7. Keep an eye on financial worries and seek help if you need it.
8. Ask for support if you’re a carer and struggling to balance caring responsibilities and work (whether childcare or other carer relationships).

If you’re struggling with low mood and/or anxiety, please seek support. In the first instance, you can speak to your line manager **[Or add named person for production]**.

If you feel you need external support, you could consider your GP, or the Samaritans.

We hope this information is useful, but please do ask us if you have any questions.

We are committed to supporting the mental health and wellbeing of everyone involved in our productions and we appreciate your help fostering a considerate and inclusive culture. We’re looking forward to working with you!

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Guidance in this editable Word template is designed with input from industry, mental health and legal experts, and is reviewed and updated by them and our teams from time to time. The guidance should not be altered.

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