



Oscar Kilo Awards 2019

Guidance Notes

1. Introduction

This year's Upbeat! conference sees the launch of the inaugural Oscar Kilo Awards. These awards have been created to recognise the amazing work that has been done, and continues to be done, across UK policing when it comes to providing wellbeing support for the workforce.

The information below provides details of the categories and the entry criteria – please read all of the criteria carefully then complete the application form.

2. Entry Criteria

Please read the following criteria carefully in making your decision to submit an application

- The awards are open to police forces from across the UK.
- Entries may be submitted for multiple categories but each submission must be tailored to fit the category for which you are applying.
- You must be able to attend the presentation evening at the Upbeat! Conference on the 19th March at the Queens Hotel in Leeds. Please see the PDT website for Terms and Conditions of attendance.
- If you are nominated, you will be able to invite **one guest** involved in the delivery of your entry
- Your organisation should have completed the online assessment via Oscar Kilo for your organisation
- The nomination is for the organisation, not for an individual. However, if there has been one individual that has made a significant contribution to the projects' success, they may be referenced within the nomination.
- Awards presented are in recognition of the concept and delivery but not of providers / venues / products.

- You can nominate a project, intervention, new working practice (ie meeting/working group/policy), or scheme.
- Forms must be completed in their entirety and show clear evidence of success.
- For the purposes of judging, all information will be supplied only to the judging panel, however, for editorial write-ups and to portray why you have won on the night, some information may be garnered from your entry.

3. Categories

We have six categories to reflect the six areas of the Blue Light Wellbeing Framework. They are:

- Creating the Environment
- Leadership
- Absence Management
- Mental Health
- Personal Resilience
- Protecting the Workforce

4. Category Criteria

Creating the environment

Entries under this section should address and be able to evidence areas of improvement in one or more of the following areas:

- Helping to create an environment that is conducive to wellbeing
- Contributes to people experiencing meaning and purpose in their work
- Improved access to services / wellbeing provision
- Increased awareness by all employees about wellbeing and access to services

- Accessible and well used internal engagement forums
- Awareness of the links between wellbeing, Health and Safety and Code of Ethics
- Improvements to working environment including access to resources required by staff to do their job
- Preventing ill health and clear direction and support for those attending work who are unwell

Leadership

Entries under this section should address and be able to evidence areas of improvement in one or more of the following areas:

- Good consultation and communications around workplace wellbeing issues
- Consistent and positive approach to wellbeing from Senior Management
- Flexible working practices
- Dealing with whistle blowing , disciplinary and grievance procedures
- Reward and recognition
- Line managers understand wellbeing and have relevant leadership and management training
- Encouraging joint decision making between line manager and individuals
- Focus on learning and development and personal development
- Well managed organisational development and change

Absence Management

Entries under this section should address and be able to evidence areas of improvement in one or more of the following areas:

- Well used and communicated absence management policy
- Good contact with employees out of work and return to work procedures

- Risk assessments in high vulnerability roles
- Reasonable adjustments
- Interventions created and designed in response to changes in absence trends
- Return to work policies designed to support rehabilitation, early return to work and reasonable adjustments
- Proactive support to those off long term sick

Mental Health

Entries under this section should address and be able to evidence areas of improvement in one or more of the following areas:

- Promotion of mental wellbeing and investment in workforce mental wellbeing
- Active engagement with and promotion of campaigns aimed at reducing the stigma around mental ill health
- Clear accessible information provided around mental health and wellbeing, including work related stress
- Regular mental health checks offered with a focus around vulnerable / high risk roles
- Systems and process in place to allow access to confidential services
- Education and development opportunities made available to enhance skills / knowledge around workplace mental health issues
- Good levels of communication and staff engagement campaigns around mental health
- Organisational change programmes accompanied by support and interventions
- Acknowledgement of requirement to provide specialist support for more complex mental health issues such as PTSD
- Social support groups, volunteering and out-of-work activities are actively encouraged

Protecting the workforce

Entries under this section should address and be able to evidence areas of improvement in one or more of the following areas:

- Significant incidents are appropriately debriefed and staff are aware of all the support available to them
- Clear and well promoted statement of intent around physical activity and healthy eating
- Procedures in place to identify and assist with financial problems or crisis.
- Active promotion of the importance of physical health indicators, for example, blood pressure, cholesterol and blood sugar
- Dietary advice, particularly for shift workers is available and easily accessible
- Clear alcohol / substance misuse policies including well communicated access to treatment, pathways and support with training for awareness and signposting training
- New employees are made aware of support available and policies at induction
- Well established peer support panels which are regularly used and are used to challenge organisational workforce wellbeing provision
- Protocols to identify the risks associated with an ageing workforce with strategies in place to support individuals
- Effective procedures in place to report discrimination and bullying
- Assaults of staff accurately recorded via executive reporting mechanisms

Personal Resilience

Entries under this section should address and be able to evidence areas of improvement in one or more of the following areas:

- Resilience training available to all employees to help identify potential issues
- Personal resilience and self-efficacy is actively promoted and encouraged
- Actively seeking ways to reduce sleep deprivation, for example, overtime policies, turnaround times, working day limits and promoting the importance of sleep

- Onsite catering facilities offer healthier options
- Rolling programme of planned events to promote healthy eating including internal or external support to assist in weight loss and leading a healthier lifestyle
- Information available on the benefits of physical activity including active encouragement of physical exercise supported by the physical environment
- Importance of minimum legally required breaks taken by all staff is communicated at all levels and employees, particularly in sedentary, office based roles, are encouraged to partake in physical activity
- Alternative methods of travel are encouraged and well promoted.

5. Judging Criteria

Criteria for each category are based on the question sets that forces benchmark themselves against using the Blue Light Wellbeing Framework.

Each project nominated should be able to show evidence the following:

Well Researched

It is important for any entry to be evidence-based, both in terms of the audience to be targeted and the messages to be conveyed.

GAIN model

Each entry should reference the GAIN model in its planning and application

Achievement and Evaluation

The project cannot be considered for an award unless its impact has been evaluated and there is clear evidence of it having had a beneficial effect. The impact may not be linked to a reduction in a quantitative sense but may focus on changes in knowledge, attitudes and behaviour. The evaluation should be clearly linked to the aims and objectives of the project.

Scalability and Affordability

The judges will look for evidence in relation to how viable it is to scale up the project if it is a small scale innovation. Also, they will be looking to see that consideration has been given to how affordable it is to scale up and how quality can be maintained.

6. Timescales

- Applications open November 1st 2018
- Deadline for submissions will be **21st December 2018**
- Shortlist will be announced 4th February
- Presentation of award at the Upbeat! Conference at the dinner on the 19th March 2019 at the Queen's Hotel, Leeds