

Addiction & Mental Health

Going Home Reflections Toolkit

August 2023

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Introduction

Welcome to the Going Home Reflections Toolkit. In this guide, you will find background information about the project, step-by-step guidelines to implement the project within your school, and all the resources to support you.

Purpose

In the spring of 2022, an idea for a resource to support school communities was spearheaded at a monthly meeting focused on Mental Health Literacy. It was noted that educators need more resources or supports to help them manage daily stressors. Of particular concern was that some educators found it difficult to maintain a work-life balance. Therefore, this project aims to provide school staff with tools to address this concern.

“This program highlights the importance of mental health for educators. Self-care is fundamental to self-preservation, and this program highlights the basics of taking good care of yourself.”

– Michael

Background

A small working group was formed to address this issue and consisted of a schoolteacher/counsellor from Jack James School and two health promotion facilitators from Addiction & Mental Health Services - Alberta Health Services (AHS). They were also supported by AHS staff from communications as well as an AHS data analyst. After an informal needs assessment through conversations with school staff, the group determined that schools would like to see such a resource and reaffirmed that nothing currently exists.

This project was based on an AHS Going Home Checklist designed for AHS staff. Using The Going Home Checklist, this group created Going Home Reflections tailored for school communities. We made seven posters; the first six include one reflection statement and a link to a brief activity to support it. The seventh poster includes all six of the reflections in one document and a link to a longer video about gratitude.

The initial pilot was launched in the fall of 2022 at Jack James High School in Calgary. During a staff meeting, an overview of the project was shared and carried out over the next seven weeks at this school.

Following the pilot, we gathered feedback from school staff, and the working group met to discuss future considerations. At that time, we decided that another pilot in a different community would be helpful to further improve the details of the project.

A second pilot occurred in February/March 2023 at Westpark Elementary School in Red Deer.

Goals and objectives or outcomes

Goals:

- Provide tools to school staff that support a work-life balance.
- Affirm the value of educators and the important role they play in the lives of children and youth, which further impacts the community.

Objectives:

- Engage with all school staff to share the Going Home Reflections toolkit to provide tools that enhance well-being and promote positive mental health.
- Reduce stigma around seeking mental health support.
- Encourage school staff to seek help as needed.

Our values

Throughout this project, we strive to intentionally commit to these important values:

- **Compassion:** show kindness to ourselves and others
- **Accountability:** be honest, principled and transparent
- **Respect:** treat ourselves and others with respect and dignity
- **Excellence:** strive to be our best and give our best
- **Safety:** create environments where people feel safe to seek support

Evaluation

To gather input from your staff after using the Going Home Reflections, an evaluation is available in the [step by step guide below](#).

Contributors

The following people have contributed to this report:

- **Rania Page**, Health Promotion Facilitator/Team Lead, AHS
- **Michael Pinvidic**, Teacher/School Counsellor, Jack James High School, CBE
- **Michelle Sauve**, Health Promotion Facilitator, AHS

Resources

1. Step By Step guide, including an evaluation
2. Going Home Reflections posters
3. Letting Go List from Jack James Staff
4. Letting Go of the Workday template

Step by Step Guide

We suggest an administrator select an enthusiastic team member to introduce the project to your school staff to encourage participation. Anyone on the school staff may lead the project. We recommend a staff member who is passionate about staff health and wellness.

One week prior to beginning the project, set aside ten minutes at the start of the staff meeting. At this staff meeting, introduce the Going Home Reflections project.

Suggested introduction of the project to school staff:

Good afternoon all school staff:

Thank you for taking the time to meet with me today. A small working group with Alberta Health Services and a Calgary school have been looking at ways to support school staff in the transition from work to home. It is intended for all school staff.

Over the coming weeks, you will receive emails from me reminding you of the Going Home Reflections opportunity for your mental health. Each Monday morning, you will find a new Going Home Reflections poster around the school and in your classroom. Each poster will have a peaceful image, the reflection number, a small actionable task, and a QR code to try a moment of mindfulness. There will also be a helpline phone number that directs you to further support through AHS. The program is seven weeks, and there will be a different poster each week with a different transition task.

At the end of the seven weeks, I'll invite you to complete an anonymous survey, to help evaluate the effectiveness of the program. This is a completely voluntary program; you are not required to participate. This program was designed for you, to help support your mental health.

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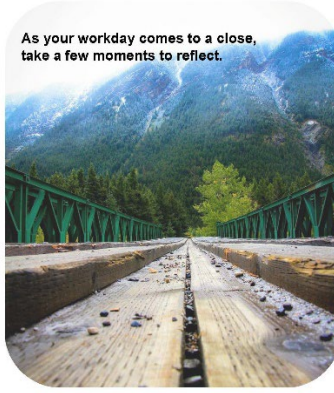





I appreciate your time and effort for this very important project. Remember that you are all valued and the work you do every day is beyond meaningful. We must come together as a team to support one another. It is through this work that we bond as a team and create a warm, caring environment not only for ourselves, but also for our students and families. Thank you for your support and participation. I would be happy to answer any questions.

Going Home Reflections Posters (1-7)

The following posters can be viewed and downloaded from [Going Home Reflections](#).

 <p>As your workday comes to a close, take a few moments to reflect.</p> <p>Going Home Reflection #1</p> <p>Acknowledge one thing that went well today</p> <p>Try a moment of mindfulness:</p>  <p>https://www.alberta.ca/2477</p> <p>If you need support, call the 24/7 Mental Health Helpline: 1-877-303-2642</p>  <p>August 2023</p>	 <p>As your workday comes to a close, take a few moments to reflect.</p> <p>Going Home Reflection #2</p> <p>Acknowledge one thing that was difficult and let it go</p> <p>Try a moment of mindfulness:</p>  <p>https://www.alberta.ca/2477</p> <p>If you need support, call the 24/7 Mental Health Helpline: 1-877-303-2642</p>  <p>August 2023</p>
 <p>As your workday comes to a close, take a few moments to reflect.</p> <p>Going Home Reflection #3</p> <p>Be proud of the care and attention you gave today</p> <p>Try a moment of mindfulness:</p>  <p>https://www.alberta.ca/2477</p> <p>If you need support, call the 24/7 Mental Health Helpline: 1-877-303-2642</p>  <p>August 2023</p>	 <p>As your workday comes to a close, take a few moments to reflect.</p> <p>Going Home Reflection #4</p> <p>Make a connection that matters to you</p> <p>Try a moment of mindfulness:</p>  <p>https://www.alberta.ca/2477</p> <p>If you need support, call the 24/7 Mental Health Helpline: 1-877-303-2642</p>  <p>August 2023</p>

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 <p>As your workday comes to a close, take a few moments to reflect.</p> <p>Going Home Reflection #5</p> <p>Focus your attention on going home to rest and recharge.</p> <p>Try a moment of mindfulness:</p>  <p>https://pro.dal.ca/GH5/</p> <p>If you need support, call the 24/7 Mental Health Helpline: 1-877-303-2642</p>  <p>August 2023</p>	 <p>As your workday comes to a close, take a few moments to reflect.</p> <p>Going Home Reflection #6</p> <p>Notice three good things in the moment as you make your way home.</p> <p>Try a moment of mindfulness:</p>  <p>https://pro.dal.ca/GH6/</p> <p>If you need support, call the 24/7 Mental Health Helpline: 1-877-303-2642</p>  <p>August 2023</p>
 <p>As your workday comes to a close, take a few moments to reflect.</p> <p>Going Home Reflection #7</p> <ul style="list-style-type: none">• Acknowledge one thing that went well today.• Acknowledge one thing that was difficult and let it go.• Be proud of the care and attention you gave today.• Make a connection that matters to you.• Focus your attention on going home to rest and recharge.• Acknowledge 3 good things in the moment as you make your way home. <p>Try a moment of mindfulness:</p>  <p>https://pro.dal.ca/GH7/</p> <p>If you need support, call the 24/7 Mental Health Helpline: 1-877-303-2642</p>  <p>August 2023</p>	

Jack James Letting Go List

Use this list to have a conversation about what your team already does to transition from work to home.

Optional: create your own staff Letting Go of the Workday, using your school logo, colours, etc. Personalize it to make it yours. See template titled [Letting Go of the Workday Template](#).

Friday before week one: Print and put-up posters in many locations around the school for staff to see (involve students to help you with this; talk to them about mental health

while you are at it). Count how many you post and where you post them, to be able to easily replace them each week. We suggest the following key locations:

- staff room
- staff bathrooms
- every classroom
- office
- all exit doors

Each week, it's important to send an email providing the same information that is found on the posters. Depending on your email provider, you may choose to prepare the seven email messages in advance, keeping them in your DRAFT folder, ready to send each Monday morning.

Weeks one through six

Monday – send an email inviting staff members to use this week's Going Home Reflection, reminding them that they will find the QR Code on all the posters, as well as a link within the email content. Below is a suggested script for the emails.

Week one:

Thank you for participating in Going Home Reflections for your own well-being. We hope you find some time each week for yourself, celebrating your successes and taking time each day to reset and refocus. We invite you to take a few moments to enjoy this week's Going Home Reflection, which is below.

[insert weekly reflection]

Weeks two through six:

We hope you enjoyed the previous week's reflection. Please find information below about this week's reflection. Remember to celebrate your strengths and all that you give each day.

[insert weekly reflection]

Friday – take down all previous week's posters and post the upcoming new posters in all the same locations as before.

After the six weeks, please replace the week six posters with the final week poster. As in previous weeks, we suggest sending this email below on Monday morning of week seven:

Thank you for participating in the Going Home Reflections project. We appreciate your willingness to participate and try the various reflections/mindfulness moments. We hope that this has been a positive experience for you, allowing you set time to care for your well-being. Please take a moment to complete the evaluation, either using the link or QR code below. Thank you!

If you need support, call the Mental Health Helpline at 1-877-303-2642 for 24/7 service or view [Help in Tough Times](#).

Survey Link: <https://redcap.link/GoingHomeReflections>

QR Code:



Tips for Success

- We suggest an administrator select an enthusiastic team member to introduce the project to your school staff to encourage participation. Anyone on the school staff may lead the project. We recommend a staff member who is passionate about staff health and wellness.
- Make sure posters are visible in key areas (staff room, washroom, exits, and all classrooms).
- Email staff weekly to remind them of the project.
- Share your own school created Letting Go of the Workday list or the provided Letting Go of the Workday list from Jack James High School.
- Try to change all the posters on a Friday afternoon or on Monday morning of each week (students are often keen to help)!
- Engage staff in regular conversations about the reflections.
- Include all school staff, not just teaching staff.

Letting Go of the Workday List

The following template can be viewed and downloaded from [Going Home Reflections](#).

Example:

Letting Go of the Workday Template

Thoughts from colleagues

Ask your staff: at the end of your workday, how do you leave work at work?

Then fill in the table below with ideas generated from your own team in your own school colours!
It's a great way to exchange ideas with colleagues and offer some new strategies.

New habits take time to feel comfortable so if it feels awkward at first, don't give up!

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Add date