


HBHM Additional Information – HBHM Wide Criteria 2020

	Criteria	Additional Information
TRAINING TOWARDS	Commit to HBHM via Student Association and/or senior management	Online form to be submitted - see www.scottishstudentsport.com/mentalhealth
	Agree to use official artwork across all relevant project output	Please access your official artwork folder within Basecamp - any queries please contact gavin@scottishstudentsport.com
	Join HBHM basecamp group	You will receive an e-mail to invite you to join Basecamp once you have submitted your online sign up form
	Establish HBHM staff lead/group OR assign responsibility to existing group	Please upload terms of reference for group to your basecamp space. Need a hand? Please contact sarah@scottishstudentsport.com for a template
	Attend HBHM network/learning event(s)	We expect to have at least one event or online meeting per term/semester. Look out for us at Student Mental Health Conference on May 11 th .
	Key staff to complete HBHM eLearning module	A HBHM eLearning module with information, ideas and downloadable resources can be found at www.ashscotlandmoodle.org.uk (for any issues or support with eLearning website, email bscheepers@ashscotland.org.uk)
	News story to celebrate commitment to HBHM	Need some inspiration? Please contact sarah@scottishstudentsport.com for examples. Don't forget to check out our HBHM social media guidelines (see basecamp) before posting.
	Award presentation ceremony	We will work this up with you at a time of your choosing. Can you get suitable staff and students together for a photo shoot?
BRONZE	Membership of SSS	Don't forget your SSS membership gets you much more than HBHM support - see 'Joining The Tribe' document or chat to your regional staff member for more info.
	Agree resources and budget for HBHM related activities	To be noted within steering group meeting/ correspondence from relevant institutional lead
	Write HBHM Action plan including integrated communications activity	Please upload to basecamp when complete. Need a pointer? Please contact sarah@scottishstudentsport.com
	Publish and co-ordinate calendar of activities including relevant existing themed events	Please upload to basecamp when complete. Need a pointer? Please contact sarah@scottishstudentsport.com
	Ensure all HBHM activities include suitable attribution	Don't forget to check out our HBHM artwork guidelines (see basecamp) before posting.
SILVER	Demonstrate widespread awareness of key HBHM messages/principles	Looking for evidence of visibility on campus/ campaign activity/ embedded activities.
	Dedicated online space(s) for signposting to resources and/or support	Please share click through links from student association/ institution websites etc.
	Reflect HBHM aspects in job descriptions of relevant staff	How are HBHM aspects reflected in job descriptions or responsibilities/ work plans? Please share evidence of these or ask sarah@scottishstudentsport.com if you are looking for suggested wording.
	Delivery of integrated communications and activities	Evidence of activities, resources and materials that carry unified HBHM messages, combining physical activity, wellbeing and smoking prevention.
	Recognition of staff and volunteers delivering activities	How are people being thanked for the work they've done? Any reward scheme for student volunteers? Flexibility for staff that deliver sessions?
	Highlight HBHM partnership work across institution	Looking for evidence of visibility on campus/ campaign activity/ embedded activities.
GOLD	Wednesday afternoon time off for physical activity, sport and wellbeing opportunities	Please provide evidence of any policy around timetabling/ flexibility for active students/ changes to room usage, or news items relating to competing teams on a Wednesday afternoon (SSS or BUCS).
	Referral process in place (including Mental Health, Physical Activity and Smoking Cessation)	Campus staff have a process in place to refer students to mental health, physical activity or stop-smoking services (e.g. Referral flowchart / process map). Contact bscheepers@ashscotland.org.uk for flowchart examples.
	Dedicated staff for PA and Sport within Student Association or institution	Looking to move in this direction and need a job description? Please ask SSS for examples.
	Sharing of best practice online and at HBHM network events	To be uploaded to basecamp in first instance and then selected for wider publication by SSS. All GOLD institutions to have guaranteed slots in SSS comms plan and network event timetable.
	Video content to capture HBHM journey	To be uploaded to basecamp in first instance and then selected for wider publication by SSS. All GOLD institutions to have guaranteed slots in SSS comms plan and network event timetable.



Key Contact

Area	Contact	Contact Details
HBHM Wide		<u>Scottish Student Sport (SSS):</u> Sarah Gandon Tel: 07779 117 120 Email: sarah@scottishstudentsport.com Website(s): www.scottishstudentsport.com/mentalhealth
Physical Activity and Sport		