



At home unwell or in self-isolation? Or looking after a child or caring for a loved one?

We want you to know that we are here for you and that we genuinely care about your wellbeing at all times, even more so during the current circumstances surrounding Covid-19.

Below are some tips and guidance that may help reassure you or just focus your mind.

Hopefully you are aware that you must record your absence with the Force so if this has slipped your mind please call the report your absence to your line manager and to Occupational Health on 01953 424101. This also includes where you are self-isolating, even if you are working from home. The force has set up a specific e-mail which is covid19@norfolk.pnn.police.uk

The force needs to know who is off and where the absences/gaps are.

And remember – Please stay in touch with your team and your line manager. Out of sight is sometimes out of mind and in busier times than ever it is easy to forget about our colleagues absent from the workplace so ping them a message to say hello and update them with how you are.

Coronavirus: How to exercise while staying at home, see this link here:

<https://www.bbc.co.uk/news/uk-51933762>

Norfolk Fed has secured a discounted rate with online fitness trainer



GB Personal Training is an online fitness trainer based in Nottinghamshire, founded by Gemma Booth who lives with her husband, a serving police officer.

Gemma is a fully qualified and insured personal trainer who is mobile around Nottinghamshire but is now offering her services online through one to one training plans and group training plans.

GB Personal Training was born when having a young child and a husband on a shift pattern meant Gemma struggled to get to the gym and keep up with her fitness.

With this in mind, the plans are designed to be completed with a very small amount of home exercise equipment or with access to the most basic gym. They can be completed at a time to suit you, around any hectic schedule.

All workouts are laid out, so they are simple to follow, with descriptions and videos for every exercise, so you don't have to know anything about fitness to follow them.

Gemma is offering an ongoing 20% discount on displayed prices to Norfolk Police Federation members and their families. This applies to all three services offered.

To obtain the discount code please e-mail from your PNN e-mail address to Norfolk@polfed.org

Visit her website by [clicking here](#) to get started.

You can also find her page on Facebook, by [clicking here](#).

You will no doubt be worried about coronavirus (also known as COVID-19) and how it could affect your life. This may include being asked to stay at home or avoid other people. This might feel difficult or stressful. But there are lots of things you can try that could help your wellbeing. Useful advice can be found here via this link:

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

Coronavirus – Managing Anxiety

What's a "Normal" Response?

We are facing a threat to our mortality, the news is saturated with stories about coronavirus-related deaths. We do not know what the outcome will be, how many people will die.

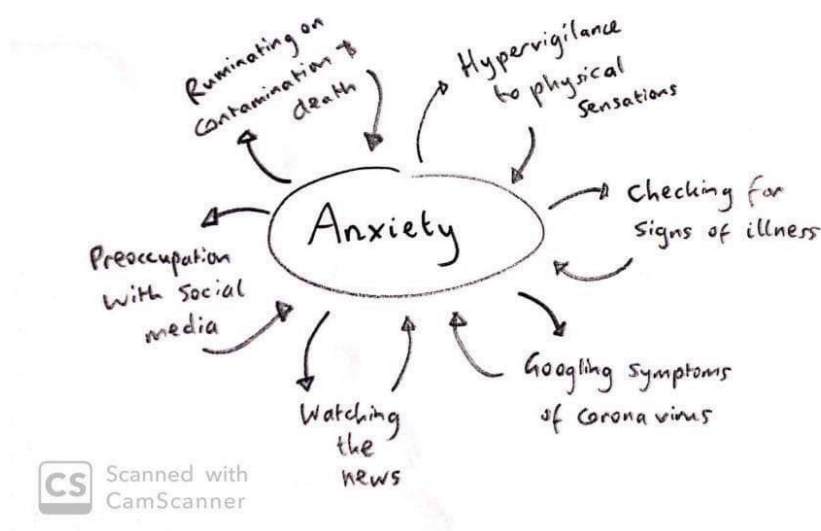
Fear is a normal response to threat, ultimately designed to keep us safe. But when faced with this level of uncertainty about what the future will hold, it can easily spiral out of control, especially if you already experience high levels of anxiety.

Fear commonly involves a 'Fight, flight, freeze' response – it is normal to experience feelings of anxiety and panic, for your heart to be racing, your breathing more rapid/shallow, to experience fatigue, concentration and sleep difficulties. You might find yourself preoccupied and overwhelmed with thoughts of contamination and death

What Keeps My Anxiety Going?

The "vicious flower" model is often used to understand how anxiety is maintained and spirals with anxiety disorders such as health anxiety and obsessive compulsive disorder.

It helps us understand that what we attend to and what we do can have a considerable impact on our anxiety levels. For example:



What might help?

- Practical guidance, such as taking steps towards a better hygiene and avoiding potential contamination might be helpful if rooted in FACTS. So be selective about what you read.
- Don't spend too much time fixated on negative news stories and social media posts.
- Anxiety and fear often make us want to hide away but we become stronger when we connect with other people and maintain a sense of community. Connect, reach out, find ways to stay in contact with other people.
- If you're at home (with or without family), maintain or establish daily routines. It can be tempting to sit in front of the TV all day and fixate on all the awful things happening across the world, but this will not help.
- Find ways to exercise (online videos/classes) and eat healthy. Think of activities that you enjoy. Be creative.
- Get some fresh air and time outside taking the necessary precautions and adhering to the Government advice. Look at the sky, listen to the birds, connect with nature.
- Talk to other people as much as possible. Share your fears and anxieties. Combat feelings of loneliness by talking to other people on the telephone, online.
- If you feel overwhelmed with anxiety then find ways to calm down – a bath, breathing exercises. Meditation, some relaxing music. Utilise the strategies and strengths you have already.
- Be KIND to yourself. It is understandable you feel anxious, lonely, depressed. This is a really uncertain and difficult time.
- Remember that this period is finite, it will pass, and normal life will resume.

Useful Reading

World Health Organisation – Guidance on the Corona Virus

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

World Health Organisation – Mental Health & Psychosocial Considerations during COVID-19

https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf?sfvrsn=6d3578af_10

Centres for Disease Control & Prevention – Manage Anxiety & Stress

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>

A resource on talking to children about Corona Virus

https://660919d3-b85b-43c3-a3ad-3de6a9d37099.filesusr.com/ugd/64c685_319c5acf38d34604b537ac9fae37fc80.pdf



5 TIPS TO KEEP YOU GOING DURING SELF ISOLATION

1

KEEP A ROUTINE

Try to stick to a basic routine each day to give yourself some structure and sense of purpose.

2

GO BACK TO BASICS

Time to switch off and dig out that book you've been meaning to read for the last year, create some music playlists for your moods, rediscover an old passion or hobby.

3

LEARN SOMETHING NEW

Take advantage of the wealth of information, resources and formats available online - download a language-learning app, listen to a podcast on a new topic or enrol on an online course.

4

GET OUTSIDE

Fresh air and vitamin D will be crucial to helping you feel better and staying healthy, but even if you can't get out, home exercises will help to clear your mind and keep you fit - you don't need any special equipment.

5

INVEST IN YOURSELF

Now that you have a bit of time, use this opportunity to review your CV, update your LinkedIn profile and think about your future career path. We can work on any of these things with you remotely - so give us a call!

THANK YOU TO ALL OUR EMERGENCY SERVICES STAFF WHO ARE KEEPING THE COUNTRY GOING

WWW.MIGHTIFY.CO.UK



Are you in the group insurance scheme?

Then the following may be of interest to you, please read and if you have any queries please email the federation at norfolk@polfed.org

Care First Counselling

At some stage in their lives most people require advice and information on workplace and personal issues, but it can often be difficult to know where to start looking. The pressure of daily life can sometimes be stressful but having access to the right advice and information can be helpful in combating such pressures.

As a member of the group insurance scheme you have access to an information and counselling helpline service which is available to you 24 hours a day. Advisors trained by Citizens Advice are at hand to provide answers and assistance on a wide range of issues which may affect your daily life. The helpline provides you with instant support, advice and counselling for physical, mental and financial wellbeing. All Care First counsellors are accredited to the British Association for Counselling and Psychotherapy (BACP). The counsellors are available to provide support for any issues that you may wish to discuss, such as bereavement, relationships problems, stress and workloads. The service is confidential and impartial, and no one will be informed that you have contacted Care First, you don't even need to give your name if you don't want to.

The Care First online service provides a library of resources, developed and maintained by a team of professionals. The online resource offers immediate information, answers and advice for a wide range of personal issues such as finance management, childcare and relationship advice, as well as health guides and tips. Resources for work related issues are also available, such as returning to work after illness, planning for retirement and working effectively.

Call: 0800 177 7894 to speak to a Care First counsellor or visit <https://carefirst-lifestyle.co.uk/> to access the Lifestyle Online Service.

To access you will need a Username & Password, please e-mail Norfolk@polfed.org to request these login details so we can confirm you are a subscribing member of the Group Insurance.

Unsocial Hours Benefit - If you are unable to work due to illness or injury

Applicable to Serving Officers only. If you are unable to work due to illness or injury, and this absence lasts for more than 7 days, you may claim a benefit equal to 10% of your unsocial hours rate to help compensate for the loss of the unsocial hours payments you were scheduled to receive.

Benefit is payable from the 8th day of absence and for a maximum of 8 weeks, within 24 weeks from the date of disablement. Capped at a maximum of £60 per week, the benefit you receive will depend on your contracted working hours.

Financial Support

For everyone this is a worrying time but if you have a partner who is facing a drop in wages or you are facing financial strain then Police Credit Union, No1 CopperPot or the Force Benevolent Fund may be able to assist.



Police Credit Union is a free employee benefit which helps members of the Police family save and borrow with repayments straight from their pay.

We are passionate about improving the financial resilience of those that serve and protect and currently serve over 32,000 members, including Police Officers, Staff, Retirees and their Family Members.

Here to help our members save, there when they need to borrow.

Committed to the principles of people helping people – we are a not-for profit financial cooperative owned by and run for our members – offering an ethical alternative to other financial providers and treating you as an individual rather than just a credit score.

- Save with repayments straight from your salary
- Receive a return in the form of an annual dividend
- Loans of up to £25,000 – with no early repayment penalties
- FREE Life Cover
- Completely Confidential
- Join for FREE

We are proud to play our part in helping our members protect the nation, helping them prepare for their financial future, so they are ready to respond to any financial challenges they may face throughout their career.

For more information call 0121 700 1220 or visit www.policecu.co.uk



We are a not-for-profit co-operative that offer financial services exclusively to the Police Family. We reward our members annually by sharing our profits in the form of an annual dividend.

No1 CopperPot Credit Union was formed after a merger between No1 Police Credit Union (Greater Manchester) and CopperPot Credit Union (Leicestershire). Our ethos is centred around like-minded people helping one and other, and our mission is to become the best Credit Union in the UK.

We have three main aims, which are

- 1. To encourage saving.**
- 2. To provide affordable loans.**
- 3. To provide a friendly and efficient service.**

How we work

One member's savings is another member's loan. The money that we make in interest on loans and mortgages form our profits each year. These profits are used to improve our service and reward our members. A credit union is for people, not for profit.

Visit; <https://www.no1copperpot.com/>



Free and confidential debt help for police officers, police staff and their families.

At PayPlan, we understand the impact that debt can have on you, your family and your life. But, unlike other debt solution providers, we believe that you can, and should, live a happy life whilst repaying your debt.

We've been helping police officers in difficult financial situations similar to yours for over 20 years, and during that time we've developed a wide range of practical, long-term solutions that can not only help to manage your debt, but also enable you to live your life.

Plan can help you

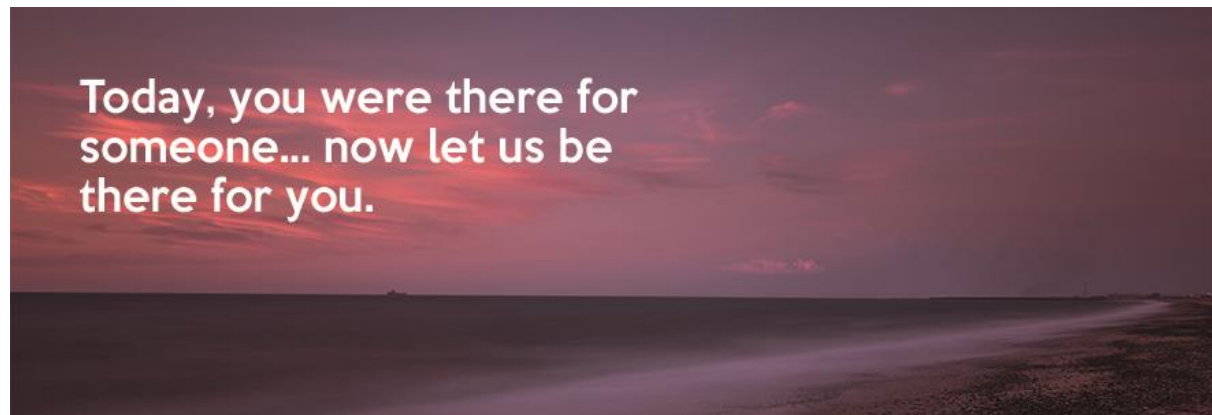
PayPlan is a debt management company with an excellent reputation for free debt advice and support. They listen to you with sympathy and impartiality, and then provide appropriate debt solutions that really are an affordable and sustainable way out of debt.

Talking to a reputable debt management company like PayPlan demonstrates that you're serious about addressing your debts, and this alone can result in a more positive relationship with your creditors. In fact, by maintaining a PayPlan debt solution, you could find that you won't be contacted by your creditors at all with any demands for payment!

So, once you begin a debt solution with PayPlan, for as long as you keep to your new affordable repayments, you can enjoy peace of mind knowing that you're paying into a debt plan that really can help you achieve freedom from debt.

Visit: <https://www.payplan.com/police-federations/>

Benevolent Fund Norfolk



You never know when your circumstances might change or when you might need some extra support.

Formed in 1968, Norfolk Constabulary's Benevolent Fund provides an invaluable service to you and your families when you need it most.

Run by police officers for police officers, the Benevolent Fund is there to support its members in a wide variety of ways, including;

- Purchase of equipment to improve quality of life
- Respite breaks for carers
- Short relaxation breaks
- Repairs to homes
- Meeting miscellaneous expenses (e.g. travel costs to hospital).

Each case is considered on its merits and the fund may be able to assist you through any difficult time, whether short or long term.

Speak to one of our trustees to find out more about the Benevolent Fund or email benevolentfund@norfolk.police.uk

Executive Committee

Chair - ACC Nick Davison

Vice Chair - Supt Jason Broome

Hon Treasurer - DI James Brown

Hon Secretary – Sgt Holly Ireson

Committee

A/Insp Mark Askham OPT, Kings Lynn

PC Paul Bassham - Broads Beat, Hoveton

A/Insp Louise Bishop - OPT, Taverham

DS Simon Cooper - Safeguarding, CAIU, Dereham

T/Supt Lynne Cross - PSD, OCC

Insp Teresa Futter - LPC, North Walsham

DS Ian Hicks - Safeguarding, AAIU, OCC

PC Richard Jeffery -

DC Debbie Johnston - CID Thetford

DCI Stacey Murray - Safeguarding, Swaffham

DC Nicki Payne - Safeguarding, County Hall

DI Mick Roxby - CID, Bethel Street

PC Shane Schucroft - Serious Collision Unit, OCC

DI Neil Stewart - MIT, OCC

PS Ed Watson - Athena Team, North Walsham

CI Paul Wheatley - CCR, OCC

PC John Wright - CPC, Cromer



ADVICE ON HOME WORKING



Plan your day

If you are not used to working from home you need to have a clear schedule for the day ahead. When you physically go into your normal work space, the day is very much scheduled for you already, but when you are at home you have to do this yourself. However, make your schedule as flexible as possible. For instance, it might be that due to childcare duties you might have to do some of your work in the evening once the kids are in bed. This is fine, as long as you plan this in advance and tell your family what you are doing.

Set ground rules

Working without interruption is crucial. Set ground rules with your family about where and when you are planning to work. This is an unprecedented crisis, so get the family around the table and talk about the rules. If you have children tell them you are working from home and also tell them why, but also be careful not to unduly scare them. Life is going to change for all of us, so let's plan ahead.

Find a suitable space

Finding an appropriate space in which to work in the house is critical. If you are not used to working from home you might have to create a space especially, for instance maybe in a dining room or a child's bedroom. You need to give this serious thought, and again family consultation is really important. As a family get together and say 'let's see if we can organise ourselves effectively'.

Take exercise

When you are going to work in an office you might walk to the train station or bus stop, but when you are at home this discipline disappears which is why you must make time in your day for exercise, especially at lunchtime. It comes back to scheduling. Get out of the house, go for a walk, get some fresh air.



Maintain social contacts

Social media can come into its own during this crisis. Whether it's using FaceTime, Skype or WhatsApp, ensure face to face contact continues with colleagues, family and friends. One of the reasons that many people do not apply for home working is the fear that it will be a lonely process, but it needn't be. Eyeball to eyeball remains really important. We have the technology available to us, let's use it.

Email not always the answer

The temptation when working from home is to only communicate by email rather than picking up the phone or having a video call with a colleague. The worry is that you start using email when actually it would be far better, and wiser, to have a conversation, especially if it concerns a sensitive subject. Rather than dealing with a problematic email simply by replying, say to them 'can we talk about this' and speak to them face to face over video.

Get dressed

Smart casual is fine, pyjamas definitely not. Think about all those video calls you are going to start having. Look smart but wear something that you feel comfortable in. There is no need to go over the top.

Oscar Kilo have a wealth of guidance, self-help and other associated documents around wellbeing during these unprecedented times. Link to their Corona Virus Hub is below;

<https://oscar kilo.org.uk/category/covid-19-coronavirus-hub/>

Police Charities UK launched in February 2017 bringing together more than 20 organisations to better support police officers and their families.

A website (link below) promoting the charities was launched at the same time to improve awareness of their work and access to their services.

<https://policecharitiesuk.org/>

Message from The Lead Chaplain – Norfolk Constabulary

Richard Whall

e-mail: richard@whalls.co.uk

mobile: 07788 401439

Dear friends and colleagues of Norfolk Constabulary,

May I, as Force Chaplain, thank you all on behalf of the communities that you serve for the professionalism, dedication and care that you are displaying at this difficult time. With so much uncertainty and concern we all face challenges as never before. In this unprecedented and constantly changing situation we must all seek, and come to terms with, new ways of living, working and serving.

The nine strong chaplaincy team is spread out across the county and available to help and support, but we too are having to adjust to different ways of working. Unfortunately, for the time being, face to face meeting is not recommended due to the risks of spreading the virus. However, we are available via mobiles, messaging and e-mail. Contact details for all the team are shown below, or please do not hesitate to contact me directly if I can be of help.

Chaplaincy is here to provide confidential and independent support to all police officers and staff, irrespective of faith or none. We can also be a link between the police and the community as we usually have a wide contact base, as well as being good listeners.

However much the pressures build it is important to remember to look after yourselves and your loved ones and often a personal, confidential chat can help. Sometimes we all need to 'offload' with the knowledge that it will go no further. (We can always meet for a coffee once the current crisis is over.)

It is good to hold on to the fact that this will pass, and things will get back to normal one day, whatever "normal" is, and secondly you do not have to work through it alone

Once again thank you for all that you are doing.

Richard Whall

Lead Chaplain - Norfolk Constabulary

Contact details for Norfolk Constabulary chaplains:

Richard Whall - Lead Chaplain

Overall co-ordination, point of contact, but especially Wymondham OCC (based in Hethersett)

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Mob: [07788 401439](tel:07788401439)

Ian Savory

North Norfolk, Cromer, Sheringham, Holt, North Walsham etc (based in Sheringham)

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Mob: [07399 614194](tel:07399614194)

Ivor Charsley (ex Met)

North Norfolk as above but also Fakenham etc. (Based in Holt)

E-mail: ivorjames67@gmail.com

Mob: [07769 806700](tel:07769806700)

Revd Nick Greef (specifically Roman Catholic chaplain + available to all)

Norwich, Acle, Broadland etc. (Based in Brundall)

E-mail: nick.greef@vinci.plc.uk

Mob: [07711 775743](tel:07711775743)

Revd Dave Ward

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Mob: [07732 793505](tel:07732793505)

John Heasley

South Norfolk Diss, Harleston etc (based at Diss, lives Harleston)

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Revd Rachael Dines (vetted but at present in new appointment)

Hunstanton

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