**How to Huddle**

Find a space that will ensure confidentiality, this can be any space where you know you will not be interrupted.

Place a sign on the door: **Huddle - Please do not interrupt,** if you are virtually huddling, make sure you will not be interrupted.

When starting your daily huddle ensure you have enough time to listen fully and actively to the person/people in the Huddle.

The aim of the Huddle is to put together the events of the day/shift and talk about them with support from colleagues.

How does a Huddle work?

There is a Huddle facilitator, the role of the facilitator is the guide the person or group through a discussion of the events of the day/shift.

The facilitator starts the Huddle by asking the group, one by one, how their day has been.

Both the facilitator and the group listen to the events as they are told by each individual.

Once everyone has spoken about the events of the day, the facilitator then asks each member of the group to share one thing that has challenged them during the day and one good thing that has happened during the day.

The group listens to everyone in turn and offers words of support when needed.

That’s it... you have effectively **Huddled – Well Done!**

You may ask what benefit the Huddle has had, particularly if the day/shift has been perceived to be a good day/shift - but a daily Huddle has great benefits, it gives people time to stop and spend time together, think about things together and time to support each other when needed.

Spending time together in a meaningful way even if it is just for a short time, can strengthen relationships and give people a greater sense of belonging. When we share our thoughts with others about a shared experience, we may find that people are thinking similar things to us which can feel reassuring, this is particularly true, if your thoughts are around some of the challenges of the day/shift - as the saying goes, ‘a problem shared is a problem halved’.

You may also ask, or even worry about, what support you may need to give as part of the Huddle, but please don’t worry because research also shows us, that the majority of people, majority of the time, just need that time to stop, think and just be with their colleagues during times of stress or trauma.

If at any point, you are worried that a member of the Huddle may be struggling, please speak to them and ask them if you can help them access further support.

Huddles help teams do what they do best - support each other through shared experiences, but any time you feel you need more than a Huddle please contact the Supportive Care Service.

Please do remember to complete the huddle record once you have finished huddling. It will only take a few moments and all you need is the number of people who huddled and themes that came up for the huddle, both good and challenges. Please send this to (nominated crh staff member)

Soon you will be able to put this directly onto Cascade but we are still working on this at the moment, many thanks for being patient.

**Please note:**

You may be involved in a Huddle where you need to capture some confidential information that requires action or monitoring. When this is the case please use the one to one/ supervision templates to ensure the information is captured safely and appropriate support is offered to deal with the concern.

There may also be times when it is difficult to deal with a concern raised in a Huddle and you need support to do this. Remember the freedom to Speak up Guardians are there to support everyone in the organisation at these times.