WARWICKSHIRE POLICE	**POLICY**

Security Classification	OFFICIAL
Warwickshire Police public internet site	YES

Please note, all Policies marked 'Official', will be published on the Warks Police Internet unless indicated otherwise. Please make it clear if the policy is <u>not</u> to be published.

POLICY TITLE	**Pause Point**
REFERENCE NUMBER	**WP333**
Version	**1.0**

POLICY OWNERSHIP	
DIRECTORATE	ENABLING SERVICES
BUSINESS AREA	HUMAN RESOURCES

DATE FIRST IMPLEMENTED	**27/10/2026**
CURRENT VERSION EFFECTIVE FROM	**27/10/2026**
REVIEW DATE	**27/10/2029**
RISK RATING	**MEDIUM**
EQUALITY ANALYSIS	**LOW**
TIER	**2**

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail policiesandprocedures@warwickshire.police.uk

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1.0 POLICY OUTLINE

Warwickshire Police is committed to the wellbeing and resilience of its workforce, particularly those working in high-risk roles.

The Pause Points Policy establishes a proactive welfare framework through structured check-ins and support mechanisms designed to manage the psychological impact of trauma-exposed work and ensure staff remain well-suited for their roles.

2.0 PURPOSE OF POLICY

The aim of this policy is to maintain and improve the well being of the workforce. Warwickshire Police and the OPCCs have a duty of care to reduce, where possible, the risk to the workforce of stress caused or aggravated by organisational factors.

3.0 HIGH RISK ROLES

Warwickshire Police has identified that some roles carry a greater risk of psychological harm to the officers and staff who undertake them, or that there may be roles where the ability of an individual to undertake the role may be impacted by their underlying psychological state. Warwickshire Police have conducted role risk assessments in order to consistently identify policing roles and situations which may result in a higher risk of psychological distress. Where possible the aim should be to eliminate risk but this is not always possible in policing.

4.0 IMPLENTATION OF PAUSE POINTS

4.1 INTRODUCTION

All newly assigned individuals to high-risk roles must be introduced to the Pause Points process during their induction. This includes:

- An explanation of the policy’s purpose and importance.
- A copy of the full policy.
- Contact information for relevant wellbeing support services.
- A Pre-Join Pause Point Meeting, which includes:
    - Discussion of personal strategies for mental resilience
    - Identification of early signs of stress
    - Open exploration of any existing or anticipated welfare concerns
    - An agreement on how both parties will communicate and monitor wellbeing

4.2 DEFINITIONS

Pause Point: A scheduled, welfare-focused conversation between the individual and their line manager, solely dedicated to discussing wellbeing, support, and continued suitability for the role.

Pause (Temporary Move): A temporary transfer out of a high-risk role for welfare reasons, agreed through the Pause Point process.

Permanent Move: A full transition out of a high-risk role when returning is deemed not in the individual's or organisation's best interest.

4.3 SCHEDULING

First Year: Pause Point meetings are to be held at 3, 6, and 12 months.

Ongoing: Annual Pause Point meetings after the first year.

Three-Year Review: A detailed assessment of whether the individual is still thriving in their role must be conducted. If not, a welfare-based move will be considered. This is a joint assessment between the first and second-line manager.

Additional: Individuals or line managers can request unscheduled Pause Points at any time if welfare concerns arise.

5.0 CONDUCTING PAUSE POINTS

5.1 PREPARATION

Line Managers must:

- Schedule the meeting in advance.
- Ensure a private, confidential setting where individuals feel psychologically safe and able to raise concerns without fear of negative career impact or judgment.
- Review previous Pause Point records and welfare information.
- Be prepared to assess not only welfare but also the individual's continued suitability for the role, recognising that even motivated staff may require change.
- Be alert to gradual changes such as:
    - Increased irritability or emotional outbursts
    - Cynicism or loss of empathy
    - Reduced ability to manage workload or multiple demands

Individuals are encouraged to:

- Reflect on their wellbeing and needs.
- Identify and share concerns, no matter how minor they may seem.

5.2 MEETING APPROACH

- Focus exclusively on welfare (not performance).
- Use open-ended questions to explore:
    - Wellbeing, stress, and work-life balance
    - Exposure to distressing material
    - Self-care, support networks, and coping strategies
- Identify early signs of burnout or trauma.
- Assess whether the individual is still thriving in role and suited to continue.
- Managers should initiate honest and sometimes difficult conversations where concern exists.
- Offer support resources and explore possible adjustments or moves if needed.

5.3 DOCUMENTATION

Meetings must be recorded in the GROW PDR App as a Pause Point Assessment as part of the Wellbeing discussion. The individual should document:

- Date
- Key discussion points
- Agreed actions
- Referrals
- Whether the individual is still thriving in role
- Any recommendations for welfare-based changes including workplace adjustments

- Records are confidential and accessible only to authorised personnel.

6.0 TEMPORARY AND PERMANENT MOVES

6.1 REQUESTING A PAUSE (Temporary Move)

- Initiated by the individual or line manager, during or outside a Pause Point.

- A welfare-focused discussion explores the impact of the role or consider whether reasonable adjustments or additional support may assist the individual in remaining well and effective within their role.
- The senior leadership team is consulted if a pause is agreed.
- A superintendent may enforce a pause where there is clear evidence of harm to support the wellbeing of the individual.

6.2 ARRANGING THE TEMPORARY MOVE

- A suitable role is identified collaboratively, prioritising the wellbeing of the individual.
- The original team retains the vacancy with no immediate backfill.
- Individuals are kept fully informed throughout.
- Line managers in both teams are briefed.

6.3 DURING THE PAUSE

- Ongoing welfare support continues including signposting to wellbeing initiatives and/or internal support networks.
- Additional Pause Points may be conducted.
- Discussions begin about potential return or transition to a new role.

6.4 RETURNING TO ROLE

- A pre-return Pause Point assesses readiness and wellbeing.
- If agreed by both the individual and manager, reintegration occurs with support.
- Adjustments are made to facilitate a smooth return.

6.5 PERMANENT MOVE

- If returning is not advisable, a permanent move is arranged.
- **Officers** requiring to be moved will be deliberated through establishment reviews and posting decisions.
- **Staff** will be supported in identifying and applying for suitable roles through the appropriate HR processes such as, but not limited to, capability and medical redeployment.
- All processes will be transparent, individual-led unless advised otherwise, and fully documented.

7.0 SUPERVISOR AND LEADERSHIP RESPONSIBILITIES

- Line managers must ensure timely scheduling and completion of Pause Points.
- Department leads must monitor compliance and address any delays.
- Department leads should periodically review Pause Point outcomes to identify any emerging disproportionality affecting individuals with protected characteristics.
- Superintendents have authority to initiate or enforce a 3- or 6-month pause or permanent move where clear evidence of harm or unsuitability exists.
- Supervisors are responsible for safeguarding the individual, not just the organisation or victims.

8.0 CONFIDENTIALITY

- All Pause Point discussions and records are confidential.
- Information relating to health conditions, disabilities, neurodiversity, gender reassignment, religion or belief, sexual orientation or other personal characteristics disclosed during Pause Point discussions will be handled sensitively and in accordance with data protection requirements.
- Information is shared only with consent, unless there are safeguarding concerns.

9.0 CONSULTATION

This policy has been endorsed by the Warwickshire Police Negotiating and Consultative Committee following consultation with representatives from:

- UNISON
- Police Federation
- Health and Wellbeing Team
- Occupational Health
- HR Business Partners
- Internal Disability support groups
- Health and Safety Department

This policy was issued to the Policy and Procedure Consultation Group for consultation.

10.0 DOCUMENT HISTORY

Please state which Head of Department or Chief Officer has been consulted on and approved this policy:

Head of Dep't/ Chief Officer Consulted	***Date Approved***
Alison Hall, Head of HR	***06/07/2026***

The history and rationale for change to policy will be recorded using the below chart:

Date	Author / Reviewer	Amendment(s) & Rationale	Approval / Adoption
July 2026	Vicki Sawyer	New Procedure created. Inclusion of permanent move processes difference between officers and staff.	Approved by Workforce Board 27/07/2026 Published 27/10/2026

11.0 REVIEW

As a minimum, this policy should be reviewed in accordance with the timeframes set by the tier level process. The Head of Department/Chief Officer may request a review at any time prior to the standard review date being reached.

APPENDIX A: SUMMARY TABLE – PAUSE POINTS MOVEMENT PROCESS

Summary Table: Pause Point Movement Process

Step	Action/Details
Requesting a Pause	Initiated by individual or manager, informal welfare discussion, outcome documented
Temporary Move	Suitable role identified, individual supported, no immediate backfill
During the Pause	Ongoing support, further assessments, planning for return or transition
Returning to Role	Pre-return assessment, collaborative decision, supported reintegration
Permanent Move	Individual-led transition to new role unless otherwise advised, transparent and fully documented process.

APPENDIX B: FLOW DIAGRAM OF MEETINGS

