

If a staff member has concerns about a student’s mental or physical wellbeing, the referral process should be initiated to ensure that the appropriate support is provided to the student in a timely manner. At Westall SC, we use the SafeMinds model to best support student with their wellbeing needs.

The classroom teacher, the Year Level Coordinator (YLC), the Director of Learning (DOL) and the Student Wellbeing Coordinator (SWC) all have roles to play in supporting the mental and physical wellbeing of the students and may all be involved in the Wellbeing referral process at some stage.

More information and support resources on **SafeMinds** can be found at <http://deecd.tech-savvy.com.au/course/view.php?id=6§ion=2>

Step	What is happening?	Responder	Action	Resource
1	NOTICE A student is displaying behaviours of concern	Classroom teacher or staff member who is present	Notice and Inquire	Notice tip sheet
	INQUIRE A student is displaying behaviours of concern	Classroom teacher or staff member who is present	If concern remains, add a <i>Wellbeing Observation</i> on Compass Chronicle	Inquire tip sheet
2	INQUIRE YLC receives <i>Wellbeing Observation</i> on Compass	YLC	YLC inquires further with the student. If concern remains, YLC completes a Wellbeing referral on Compass.	Making a Wellbeing referral on Compass
3	INQUIRE PLAN SWC receives Wellbeing Referral on Compass	YLC/SWC	<ul style="list-style-type: none"> SWC and YLC complete a Safety map for the student Safety map pinned to student’s Chronicle on Compass SWC to book an appointment with the student 	SafeMinds Safety Map
4	PLAN SWC meets with students to perform an initial wellbeing assessment	SWC/YLC	<ul style="list-style-type: none"> SWC and YLC update Safety map. SWC makes external referral if required. YLC/DoL make parent contact to inform parents of the situation SWC, YLC and DoL (if needed) complete Safety management Plan 	SafeMinds Safety Management Plan
5	PLAN Student wellbeing issue persists or escalates	SWC/YLC/DoL	<ul style="list-style-type: none"> SWC makes external referral in collaboration with the parent/carer Safety Management plan is updated if required Student receives external support and treatment Safety Management Plan pinned to student’s Chronicle on Compass SSG meeting with SWC, YLC, DoL and AP (if required) 	SafeMinds Safety Management Plan
6	PLAN Student wellbeing issue is resolved or being managed effectively	SWC/YLC/Teachers	<ul style="list-style-type: none"> If previously absent, student returns to classes or increases time in school SSG meeting with SWC, YLC, DoL and AP (if required) YLC, SWC and teachers to monitor the student 	SafeMinds Safety Management Plan
7	NOTICE Student is showing signs of normal functioning in class and around school	Classroom teacher or staff member who is present	<ul style="list-style-type: none"> All staff continue to monitor the student SWC to facilitate wellbeing support as required 	Notice tip sheet