



SAFETY MANAGEMENT PLAN

1 INTRODUCTION

Minaret College (**the College**) is committed to supporting Students at the College, including educating Students in relation to mental health issues and ensuring a safe environment for Students, particularly following an Incident at all our campuses: Springvale, Officer and Doveton.

2 PURPOSE

The purpose of this Policy is to outline the College's policy on educating Students and Staff and ensuring the wellbeing of Students at the College following an Incident.

It aims to:

- a) maximise the social and emotional outcomes for all Students by providing an engaging, safe and supportive learning environment;
- b) support a whole-College approach to promoting mental health and wellbeing to raise awareness of the importance of good mental health, promote positive relationships, reduce stigma, develop helpful coping strategies and instilling values such as care for self and others; and
- c) provide best practice procedures for the College to adopt following an Incident.

3 SCOPE

This Policy applies to all employees, volunteers, board members and contractors of the College (collectively referred to as '**Staff Members**' to as '**Staff**' or).

4 DEFINITIONS

"Adverse Event" includes an accidental drug overdose or other accidental action that may have resulted in the Student's death but did not. Common examples of adverse events that affect Students include accidents (such as traffic, car or physical accidents), assault (including physical or sexual assault, mugging or robbery, or family violence), and witnessing something terrible happen.

"Attempt" refers to a Student deliberately harming themselves with the intent to die but not resulting in death.

"Communications" refer to direct or indirect expressions from the Student of Suicidal Ideation, through verbalisation, behaviour or planning actions.

"Individual Management Plan" means a plan for a Student's wellbeing, in the form specified in Appendix 1.

“NSSI” or “Non-suicidal self-injury” is a deliberate act to harm oneself without the intent to die, usually to reduce uncomfortable or distressing emotions and often repetitive in nature. NSSI can be referred to as self-harm (the term deliberate self-harm is also used by health care professionals).

“Incident” refers to an Attempt, NSSI, identification of Suicidal Ideation or other Adverse Event which did not result in the Student being absent from the College.

“Parent” means the parent/s or legal guardian/s of the Student.

“Responsible Staff Member” is a staff member that is the main point of contact for staff to report any indicators requiring a suicide risk assessment, including Counsellor, Wellbeing Specialist and Head of School.

“College” means Minaret College Ltd ACN 647 352 270.

“Student” means a student currently enrolled at the College.

“Suicidal Ideation” refers to a Student’s thoughts about ending their life.

“Suicide” is a deliberate act to end one’s life resulting in death.

5 INDICATORS REQUIRING A SUICIDE RISK ASSESSMENT

The College will provide training to staff to enable staff to identify indicators of heightened risk of Suicide or Suicidal Ideation in Students.

Some examples of common indicators of heightened risk are:

- a) changes in the Student’s activity and mood;
- b) poor emotional regulation by the Student;
- c) withdrawal by the Student from her usual or previously enjoyed activities and daily interactions;
- d) a decrease in the Student’s academic performance;
- e) the Student displays difficulty concentrating or making decisions;
- f) the Student discloses thoughts about death or suicide;
- g) the Student displays a negative view of self or world;
- h) the Student displays significant tiredness or loss of energy;
- i) significant grief and loss issues are shown by the Student;
- j) the Student is involved in peer conflict or withdrawal;
- k) the Student shows a sudden weight loss or gain;
- l) communications from the Student;
- m) there is a change in appearance by the Student, for example, she shows no care or sudden care for clothes, hair, makeup etc.;
- n) the Student has unexplained injuries such as cuts, burns, bruises • wearing long sleeves or covering up (not due to religious or cultural reasons);
- o) the Student discloses changes in eating or sleeping; or
- p) there are other sudden, unexpected or concerning changes evident in the Student.

The Staff Member shall disclose to the Responsible Staff Member the Student’s name and the heightened area of concern. Upon receipt of the notification, the Responsible Staff Member shall observe the Student and, where appropriate, undertake a Suicide risk assessment in accordance with this policy.

6 SUICIDE RISK ASSESSMENT

A Suicide Risk Assessment requires Staff to explore the thoughts, feelings and actions of a Student, in a safe and culturally responsive way, to gain an understanding of their current situation, ascertain Suicide risk and identify actions to maintain Student safety and to plan ongoing support needs.

In the case of a Student who has displayed Suicidal Ideation, the College may take any of the following actions, or any combination of them:

- a) engage with the Student to encourage their participation, and/or engage with the family of the Student when making decisions about their child;
- b) require the Student to undergo a risk assessment by an experienced mental health practitioner;
- c) develop an Individual Management Plan for the Student to monitor, assess, manage, support and review the mental health of the Student;
- d) liaise with the Student's other treating clinicians who may be providing assistance to the Student;
- e) provide appropriate supports and referrals to other Students and staff who may be adversely affected the Student's display of Suicidal Ideation; and
- f) conduct information sessions about mental health and wellbeing for the benefit of staff, Students and the wider College community.

In the case of a Student who has recently made an Attempt, the College may take any of the following actions, or any combination of them:

- a) require the Student to undergo a risk assessment by an experienced mental health practitioner;
- b) develop an Individual Management Plan for the Student to monitor, assess, manage, support and review the mental health of the Student;
- c) provide appropriate supports and referrals to other Students and staff who may be adversely affected the Student's Attempt;
- d) Identify and manage any other Students who may be at risk of Suicidal Ideation, Attempt or Suicide; and
- e) conduct information sessions about mental health and wellbeing for the benefit of staff, Students and the wider College community.

7 IMMEDIATE RESPONSE TO ATTEMPTS OR ADVERSE EVENTS

If the Attempt or Adverse Event takes place at the College, the College will:

- a) ensure that no one is in immediate danger;
- b) administer first aid as necessary;
- c) contact emergency services; and
- d) quarantine the site of the Attempt, until the Critical Incident Team has advised the site may be reopened.

If the Attempt or Adverse Event took place outside of the College, the College must establish the facts and circumstances as soon as possible by making reasonable enquiries with the Parents, local hospitals and the local police.

If, after following up on rumours, a Student is found safe in the College, the College must organise a wellbeing or pastoral care Staff Member or a counsellor to meet with the Student straight away to assess her wellbeing and the background to the Suicide concern. In most cases it will be essential to share this information with the Student's Parents and refer the young person to a mental health provider if one is not already involved.

If the Student cannot be located at College, the College must make contact with the family immediately. If the Parents are unaware of the Student's whereabouts and safety, the College must immediately contact the police.

For all Attempts or Adverse Events, regardless of whether they occurred on College grounds or not, the College must ensure that affected staff and Students are not left alone until they have been provided with some immediate assistance and support to cope with the initial emotional distress.

8 THE FIRST 24 HOURS FOLLOWING AN ATTEMPT OR ADVERSE EVENT

The College will:

- a) contact the Student's Parent/s to inform them of the Attempt or Adverse Event and ensure that the Parents are provided with some immediate assistance to cope with the initial emotional distress;
- b) ensure all affected Staff, Students and members of the College community are provided with some immediate assistance to cope with the initial emotional distress;
- c) display relevant information about staff roles and special procedures in the staff room; and
- d) ensure all adults who will have contact with Students in the following 24 hours are briefed. This includes regular bus drivers, sports coaches, canteen staff, College support staff, casual relief teachers, out of College hours care staff and tutors, where applicable.

The Executive Principal or nominated delegate will convene an Incident Management Team that:

- a) documents all information received and actions taken in the form specified in Appendix 1;
- b) moves witnesses to pre-established safe locations. They must be supported and supervised by staff or College counsellors until police have taken statements or advised other actions;
- c) isolates the site from Student or unauthorised staff access by using screens and blocking corridors;
- d) does everything possible to protect others from viewing the site without disturbing the area that the police will need to inspect;
- e) does not remove or disturb items from the site until police have concluded their work and advised that the area is no longer a secured area;
- f) considers the influence of social media sites and whether any training is required for Students; and
- g) considers the flexible timetable scheduling of classes and meetings for Students.

9 WITHIN 48 - 72 HOURS FOLLOWING AN ATTEMPT OR ADVERSE EVENT

The College will, as far as possible and appropriate, ensure that the College returns to its regular routine.

The College will also:

- a) maintain contact with the Student's Parent/s to see whether the College may be of any further assistance to them;
- b) monitor and assess Students who have been identified as 'at risk' in accordance with clause 6;
- c) ensure that relevant Staff Members are provided with up-to-date information;
- d) maintain an appropriate level of communication with the rest of the College taking into account the instructions and wishes of the Parents, relevant staff and the Victoria Police;
- e) consider convening a College-wide information session with a mental health agency;
- f) brainstorm with staff about all upcoming events or activities which might need to be altered or cancelled in view of the Attempt or Adverse Event; and
- g) continue to document all information received and actions taken in the form specified in Appendix 1.

The Incident Management Team will:

- a) inform staff and Students, where appropriate, about any media involvement and expectations of the College;
- b) update staff about any new requirements that have been enacted, for example, reporting of absenteeism; and
- c) continue collecting information for the documentation process in the form specified in Appendix 2.

10 WITHIN 1 MONTH FOLLOWING AN ATTEMPT OR ADVERSE EVENT

The College will:

- a) monitor staff wellbeing and determine whether any further actions should be taken to support staff to manage their emotional reactions to the Attempt or Adverse Event;
- b) monitor Student wellbeing and determine whether any further actions should be taken to support individual Students, including whether any Individual Management Plans need to be reviewed or amended;
- c) gather information from staff relevant for an operational debrief; and
- d) if appropriate, conduct an operational debrief.

11 RECORDKEEPING

Staff must complete the forms in Appendix 1 and 2 of this Safety Management Plan.

Appendix 1 - Individual Management Plan must be completed after an Incident has been identified.

Appendix 2 - Written Records of Actions Taken must be completed in an ongoing manner to document how Staff have met the requirements of this Safety Management Plan, including:

- a) immediately following an Attempt or Adverse Event;
- b) the first 24 hours following an Attempt or Adverse Event;
- c) within 48-72 hours following an Attempt or Adverse Event; and
- d) within 1 month following an Attempt or Adverse Event.

Records about Incidents, Attempts or Adverse Events are likely to include sensitive information about Students or other individuals. Records must be kept according to the College's Privacy Policy and Recordkeeping, Retention and Destruction Policy.

12 THE VOICE OF THE STUDENT AND FAMILY

It is essential that decisions about the safety and wellbeing of the Student are made collaboratively and that the student's voice is at the centre of these conversations, unless this may cause a risk of harm to the Student.

Following an Incident, Attempt or Adverse Event, the College needs to consider the appropriateness of including the Student in the development and implementation of strategies to support the Student's safety and wellbeing. The College, when determining the extent of the Student's involvement should consider:

- a) the high importance of empowerment, listening to children and ensuring they have a say in decisions that affect them;
- b) any risk to their safety and wellbeing; and
- c) the student's age and maturity, such as their ability to talk about the Incident or understand what has happened.

Engaging with a Student following an Attempt or Adverse Events and empowering them to share their experiences of what strategies have been helpful in the past and ideas about what will keep them safe in the future helps students strengthen help-seeking behaviours and ability to cope with adversity.

13 PRIVACY

All individuals have privacy rights. The College must handle personal information, including information about a student's mental health, in accordance with the College's Privacy Policy.

The College should be mindful of a Student's privacy when disclosing personal information about a Student to parents or families. As a general rule, Students who are 15 years and over may have the capacity and understanding to ask the College to not disclose their personal information. These privacy rights need to be considered alongside the College's duty of care and the risk to the Student's safety and wellbeing.

14 FAMILIES AND COMMUNITIES

Families must be allowed to participate in decisions related to child safety and wellbeing which affect their child. This Safety Management Plan prompts Staff to maintain open communication with parents.

15 REVIEW OF THIS PLAN

The College will review this Plan annually and immediately after any significant incident.

DOCUMENT CONTROL

Doc ID: POL-CSS-15
Version 2.0
Reviewed: June 2022
Review Cycle: Annual
Approved: June 2022

APPENDIX 1 – INDIVIDUAL MANAGEMENT PLAN

This Plan can support the student to identify strategies they would like to be put in place.

Student name _____

Date of birth _____

Year level _____

Date _____

The College sees every student's health and wellbeing as a priority to learning. We will be flexible to ensure you feel safe and cared for and this plan can help us achieve this together.

We will ensure regular contact and communication to check in on your health and wellbeing.

Do you have a preferred strategy/person that you would like to do this?

Agreed contact (circle)

Every 2 hours

Every 4 hours

Daily

Period for which this will occur

Start date _____

End date _____

Review date _____

We understand a flexible timetable may be needed for a period of time. How would you like this to look?

Start date _____

End date _____

Review date _____

Activities, plans, and goals to assist my health and wellbeing at school

1.

2.

3.

People I can talk to if I'm not feeling safe or ok at school and their locations and their mobile phone numbers

1.

2.

3.

Additional comments

**APPENDIX 2
Written Records of Actions Taken**

Note: These notes should be in hard copy and kept in a “Confidential” file in a secure cabinet, or scanned and password protected to be stored electronically.

Date	Time	Place	Staff Name	Action Taken (pre/post)	Signature