

School name _____

A. School Policy, Systems and Procedures Audit

Date: / /

The MindMatters School policy, systems and procedures audit will support schools in their collection of information for a whole school plan for mental health and wellbeing. It is best completed by a group or individual who has access to the range of information. This audit should be used in conjunction with the MM Community audit and the range of MindMatters surveys. Conducting a whole school audit will provide information to determine a starting point as a MindMatters school. This will help to identify strengths and areas of growth for a whole school approach to mental health and wellbeing.

1. Do we have a school mental health and wellbeing policy?							
2. Do we have a school mental health and wellbeing team or a MindMatters core team or an OHS&W team?							
3. Which school policies contain a reference or cross reference to mental health and wellbeing?							
Policy	Date	Policy	Date	Policy	Date	Policy	Date
Mental health and wellbeing		Pastoral Care		Social and emotional learning curriculum		Community involvement	
Empathy and safety: bullying and harassment		Student Services student referral		Staff employment		Staff professional development	
Behaviour management		Teacher performance		Homework		Critical incident	
Attendance		Student induction		Assessment and reporting			
Teaching and Learning approaches		Teacher induction		Exam			
Beginning teacher		OHSW		Youth leadership			
4. When was the date of the latest review by the school (including staff) of the relevant policies? (add above)							

5. Which policies have the following groups been consulted on?

	Bullying & Harassment	Homework	Exams	Referral	Student voice	Other
Students Experiencing High Support Needs in MH						
Aboriginal & Torres Strait Islander						
Other groups						

6. Are parents involved in consultation for relevant policies?

If so, how and which policies?

7. Draw a flowchart of the process of referral for students experiencing high support needs in mental health: **within** the school

8. Draw a flowchart of the process of referral for students experiencing high support needs in mental health: **outside** the school.

9. What is the overall school budget allocation for mental health and wellbeing?

10. What percentage of school timetable time is devoted to Social and Emotional Learning (SEL) in each year level? Is this provided to all students in each year level?

Subject	7	8	9	10	11	12
Arts						
HPE						
SOSE						
Maths						
Science						
English						
Language						
Technology						
Other						

11. When was the pastoral care program reviewed or staff professional development on pastoral care reviewed?

12. What are the levels of usage of the student welfare services by students?

Indicator	Result					
Number of visits						
Number of actual students' visits						
Year level distribution	7	8	9	10	11	12
Key Purpose						
Counselling appointments						
Sickroom						
Late notes						
Behaviour management						
Other						

<p>13. What was the date of the last staff professional development on mental health and wellbeing or diversity? Date: / /</p>
<p>14. What were the results of the staff survey related to mental health and wellbeing and diversity?</p>
<p>15. Explain the re-engagement system or steps for re-entry for students after a behavioural or mental health issue.</p>
<p>16. What question in the student survey related to mental health and wellbeing? What were the results?</p>
<p>17. What percentage of staff, have current Mandatory Reporting training?</p>
<p>18. Does the school keep (and update) records of professional development attended by each staff member?</p>

19. Critical Incident Policy

What is the state of staff familiarity with the critical incident plan in the last survey?

If applicable:

What was the staff feedback on the plan if it needed to be applied?

20. What is the total size of the School policy and procedure file?

Where is it located and how do parents, students and staff access it?

For further information please see the MindMatters website: www.mindmatters.edu.au