

TOOL 4 Principal's check list

Action to promote and protect the mental health of staff and students requires active involvement by one or more members of the school executive or leadership team. This could include membership of the school mental health working group, clear endorsement of its work, provision of adequate resources, or a commitment to take action.

The following set of statements identifies some of the conditions necessary for whole school action about mental health, and the role of the school executive in these areas. Please indicate whether or not you believe each condition exists in your school. If you answer 'yes', consider whether improvement is necessary.

Practice	Yes	No	Needs improvement
Members of the school executive /administration team are trained in mental health issues and whole school approaches to mental health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff have received adequate professional development in the area of mental health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The group of people working on mental health action planning includes appropriate members of the school community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate resources have been allocated to support the proposed mental health work in the school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanisms are in place for reporting progress to the school executive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanisms are in place for reporting progress to the whole staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanisms are in place for reporting progress to the school council /board and the school community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is clear endorsement by the school executive of action to promote and protect staff and student mental health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is active support from school executive for partnerships between the school, and community mental health services and agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A member of the school executive has examined the results of the <i>MindMatters</i> audit and considered the implications of the findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is understood in the school that effective action to protect and promote mental health will need to encompass a whole school approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>