

TOOL 6 Developing school policy

Aim to

- consult staff, student bodies and parent groups
- write a brief and accessible school policy
- use flow charts or dot points to facilitate quick reference
- address the need for professional development
- ensure the managerial commitment essential for the allocation of sufficient resources for implementation

Components

Policy goals and objectives

- address the provision of a safe and supportive environment
- address the provision of safe and appropriate curriculum content
- include clear suicide prevention and intervention goals and objectives
- identify the provision and quality of welfare service delivery

Procedures for critical incident and postvention

- contain clear and concise procedures that outline the minimum standards of practice
- describe the process of referral within the school

Staff training

- plans for all staff to receive introductory level training or awareness raising about mental health, youth suicide and its prevention
- promotion involves interested parents, health services, and community members
- identifies welfare and key teaching staff for involvement in advanced training, in areas such as risk assessment and critical incident response

Support for students

- outlines counselling and welfare support
- describes the Pastoral Care, Health or Personal Development education
- describes special support to be made available in a critical incident
- identifies special needs of students at risk

Staff support

- access to professional counselling and ongoing support for staff

Parental involvement

- outlines the preferred way in which to involve, consult with, support or respond to parent concerns

Referral contacts

- identify and describe the relationship the school has with external specialist services
- provide details of how referrals should be made from the school, including follow-up
- outline protocols established in terms of referral to these services and the ongoing role of the school
- provide an annotated register of contact details