



Narre Warren South P-12 College

# **WELLBEING SUPPORT SERVICES**

REFERRAL PROCESS 





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# PRIMARY WELLBEING REFERRAL PROCESS



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 Narre Warren South P-12 College, we use the SafeMinds model to best support student with their wellbeing needs.

The Classroom Teacher, the Student Engagement Leaders (SELs), the Wellbeing Coordinators (LT-WC) and NWSC Wellbeing team 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 <https://safeminds.org.au/>

	Step	What is happening?	Responder	Action	Resource
1	 NOTICE	A student is displaying behaviours of concern (if the concern includes suicidal ideation or disclosure of abuse contact wellbeing immediately)	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 meet with parents and put supports and strategies in place. These are to be recorded on Compass under Supports and Strategies with all teachers involved to be sent a copy.	Inquire tip sheet
	 INQUIRE	With supports in place student is continuing to display behaviours of concern	Classroom teacher or staff member who is present	If concern remains after a month, meet with parents and discuss supports. If wellbeing supports through the school is decided parents are given a consent form to sign.	
2	 INQUIRE	Wellbeing Coordinator receives Wellbeing Referral on Compass	LT -Wellbeing Coordinator	Wellbeing coordinator inquires further with the staff member who put in referral. If concern remains, Wellbeing Coordinator allocates the student to a member of the wellbeing team.	Making a Wellbeing referral on Compass

3	 	Wellbeing Team member receives Wellbeing Referral	WB team member	<ul style="list-style-type: none"> <li>• WB team member calls parents to introduce themselves – complete checklist/ if student is a mature minor complete mature minor checklist</li> <li>• WB team member complete a Safety map for the student</li> <li>• Safety map printed and included in students file</li> <li>• WB team member to meet with student within 2 weeks of referral date</li> </ul>	SafeMinds Safety Map
4		Wellbeing Team Member meets with students to perform an initial wellbeing assessment	WB team member	<ul style="list-style-type: none"> <li>• WB team member updates Safety map.</li> <li>• WB team member makes external referral if required.</li> <li>• WB team member to complete and print case notes for each session.</li> <li>• WB team member to update Google Doc and Compass after each session</li> <li>• WB team member complete Safety management Plan and pin to Compass</li> </ul>	SafeMinds Safety Management Plan
5		If student wellbeing issue persists or escalates, otherwise proceed to Step 6.	WB Team member in consultation with relevant SELs/AP	<ul style="list-style-type: none"> <li>• WB team member consults with WB coordinator and makes external referral in collaboration with the parent/carer</li> <li>• Safety Management plan is updated if required</li> <li>• Student receives external support and treatment</li> <li>• Safety Management Plan pinned to student's Chronicle on Compass</li> <li>• SSG meeting with relevant SELs/AP and parents (if appropriate)</li> </ul>	SafeMinds Safety Management Plan

6		Student wellbeing issue is resolved or being managed effectively	Consultation and Liaising phase  Teachers/ SELS/ WB team	<ul style="list-style-type: none"> <li>• No risk or safety concerns. Strategies and supports are in place</li> <li>• SSG meeting with relevant SELs/Aps, student and/or parent (where appropriate)</li> <li>• Teachers to monitor the student's behaviour and ongoing presentation</li> </ul>	SafeMinds Safety Management Plan
7		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"> <li>• All staff continue to monitor the student</li> <li>• SWC to facilitate wellbeing support as required</li> </ul>	Notice tip sheet

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