

## Student Wellbeing and Safety Procedures

<b>Approving authority</b>	Council
<b>Approval date</b>	3 December 2018 (5/2018 meeting)
<b>Advisor</b>	Academic Registrar <a href="mailto:academic-registrar@griffith.edu.au">academic-registrar@griffith.edu.au</a>   (07) 373 57334
<b>Next scheduled review</b>	2023
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Student Wellbeing and Safety Procedures.pdf">http://policies.griffith.edu.au/pdf/Student Wellbeing and Safety Procedures.pdf</a>
<b>TRIM document</b>	2018/9006108
<b>Description</b>	These procedures support the <i>Student Wellbeing and Safety Policy</i> .

### Related documents

[Student Wellbeing and Safety Policy](#)

[Enhancing Student Wellbeing](#) – resources for university educators

[Student Charter](#)

[Students with Disabilities Policy](#)

[Reasonable Adjustments for Assessment – Students with Disabilities Policy](#)

[Griffith University Disclosure Statement](#)

[Assessment Policy](#)

[Student Administration Policy](#)

[Student Misconduct Policy](#)

[Student Misconduct Procedures](#)

[Report a Concern Form](#)

[Code of Conduct](#)

[Griffith Health Code of Professional Practice,](#)

[Inability to Complete Required Components of Professional Qualification Policy](#)

[Work Placement Guidelines](#) or [Work Experience Guidelines](#)

[Academic Standing, Progression and Exclusion Policy.](#)

[Higher Degree Research Policy](#)

[Academic Transcripts Policy](#)

[Role Statement Course Convenor](#)

[Role Statement Program Director](#)

[Staff Guidelines on Decision-Marking in Student Cases](#)

[Student Critical Incident Management Policy](#)

[Student Critical Incident Management Procedures](#)

[Headspace – National Youth Mental Health Foundation](#)

[\[Scope\]](#) [\[Process for Dealing with Student Wellbeing and Safety Concerns\]](#) [\[Student Support\]](#) [\[Appendix 1: Process for Managing Concerns About Student Wellbeing and Safety\]](#) [\[Appendix 2: Fitness to Study Assessment Form\]](#)

## 1. SCOPE

These procedures apply to all enrolled students (non-award, undergraduate, postgraduate and research, domestic and international) regardless of the location of those studies and whether they are conducted on-campus or off-campus.

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## 2. PROCESS FOR DEALING WITH A STUDENT WELLBEING AND SAFETY CONCERN

### 2.1 General

Students are primarily responsible for their own wellbeing and safety. After reviewing the *Student Wellbeing and Safety Policy* a student may choose to self-identify by registering with the Health Service and Medical Services or the Disabilities Service or by providing a completed *Griffith University Disclosure Statement*.

The *Griffith University Disclosure Statement* aims to assist students to make appropriate disclosures to University staff so that reasonable adjustments can be made, where possible, under the *Students with Disabilities Policy* and the *Reasonable Adjustments for Assessment – Students with Disabilities*. A student can voluntarily complete the Disclosure Statement and provide it to the Program Director, Course Convenor, Disabilities Service or Placement Officer with supporting evidence. Students are encouraged to register with the [Disabilities Service](#) for assistance.

When a student, staff member, member of the public or personnel in professional placement or work integrated learning setting (**Concerned Person**) raises a concern about a student's wellbeing and safety, including behaviours that may be considered unsafe to themselves or others, the University provides a process for supporting the affected student and managing their enrolment. The University's [Work Placement Guidelines](#) and [Work Experience Guidelines](#) set out the reporting obligations of a work integrated learning or work experience provider, the student and the University.

### 2.2 Concern or Incident requiring urgent response

If a student is in immediate danger the first step should be to call emergency services on 000 or call Griffith security on 1800 800 707 or 7777 (from any University phone).

If a situation requires an urgent response the Concerned Person should seek the advice of Student Services or may consider whether the Student Critical Incident Policy is more appropriate if there is a serious threat that requires an urgent response.

### 2.3 Process

The University provides three levels of intervention for managing student wellbeing and safety concerns:

- *Level 1 – Informal Student Wellbeing and Safety Concern*
- *Level 2 – Referral to Director, Student Services*
- *Level 3 – Fitness to Study Concern*

As represented diagrammatically in Appendix 1.

The Concerned Person or Responsible Staff Member decides whether a Level 1, Level 2 or Level 3 intervention is required depending on factors including the seriousness or perceived seriousness and the attendant risk.

If a staff member is unsure whether a student should be managed under this policy or another Griffith policy such as the *Student Misconduct Policy* or *Griffith Health Code of Professional Practice*, or is unsure whether a matter should be dealt with under Level 1, Level 2 or Level 3 they should consult the Academic Registrar for advice.

#### 2.3.1 Level 1 – Informal Student Wellbeing and Safety Concern

Level 1 intervention is required where there is a concern about a student's wellbeing and/or safety which may pose a risk to the affected student or others.

### Step 1: Identifying a wellbeing and safety concern

The Concerned Person may:

- informally discuss with the affected student the symptoms, actions or patterns of behaviour that are causing a concern to themselves or others;
- informally report student wellbeing and safety concerns to a Responsible Staff Member, who may be the relevant Course Convenor, Placement Officer, or Program Advisor or in the case of students living in residential accommodation, the Director, Campus Life; or
- contact the University by completing the *Report a Concern Form*.

### Step 2: Completing the Report a Concern Form

If the Concerned Person decides to contact the University about the student wellbeing and safety concern they must complete the *Report a Concern Form* and submit it to the Manager, Student Integrity. The Concerned Person can disclose their identity or remain anonymous.

The Manager, Student Integrity will acknowledge the form within 10 working days of its lodgment. The *Report a Concern Form* will be referred by the Manager, Student Integrity to a Responsible Staff Member.

### Step 3: Determine appropriate actions and outcomes in response to the wellbeing and safety concern

Upon receiving the *Report a Concern Form* from the Manager, Student Integrity, the Responsible Staff Member must determine what actions and outcomes are appropriate to respond to the wellbeing and safety concern. Possible actions and outcomes of Level 1 intervention are listed in detail in section 7.1 of the *Student Wellbeing and Safety Policy*.

### Step 4: Communicate the outcome to the student if appropriate

If appropriate, within 20 working days of lodgment of the *Report a Concern Form*, written advice may be forwarded by the Responsible Staff Member to the student who is the subject of the concern outlining any actions to be taken.

### Step 5: Complete Assessment Form

The Responsible Staff Member must complete the *Student Wellbeing and Safety Assessment Form* (Appendix 1 to this procedure) detailing the actions taken and forward it to the Manager, Student Integrity to be held in a confidential business system in accordance with section 11 of the *Student Wellbeing and Safety Policy*.

## **2.3.2 Level 2 – Referral to Director Student Services**

Level 2 intervention is required where there is a serious concern about a student's wellbeing and/or safety, including for example:

- a notable and concerning change in a student's demeanour;
- written material that suggests a student may have mental health issues;
- a statement about self-harm or suicide; or
- an uttered threat of actual harm to others including physical violence.

In these circumstances the Concerned Person should complete the *Report a Concern Form*. The concerned person can disclose their identity or remain anonymous.

### Step 1: Completing the Report a Concern Form

The following information must be provided in the *Report a Concern Form*:

- details of the concern or any incident that occurred (what, when, where and any relevant background information including the Concerned Person's relationship to that student and whether it appears to have been a 'one off incident' or a recurring behaviour);
- any actions taken under Level 1 to resolve the concern including whether those actions have been successful;
- any contact with the student who is the subject of the concern; and
- any contact with University staff regarding the incident and any outcomes.

The completed *Report a Concern Form* is sent to the Manager, Student Integrity who acknowledges the *Report a Concern Form* within 10 working days of its lodgment. The Manager, Student Integrity will forward the *Report a Concern Form* to the Director, Student Services, if the Manager, Student Integrity agrees that the concern requires Level 2 intervention.

Step 2: Determine appropriate actions and outcomes in response to the wellbeing and safety concern

Upon receiving the *Report a Concern Form* from the Manager, Student Integrity, the Director, Student Services, must determine what actions and outcomes are appropriate to respond to the wellbeing and safety concern. The actions and outcomes of Level 2 intervention are listed in detail in section 7.2 of the *Student Wellbeing and Safety Policy*.

Step 3: Communicate the outcome to the student

Within 20 working days of lodgment of the *Report a Concern Form*, written advice is forwarded by the Responsible Staff Member to the student who is the subject of the concern outlining any actions to be taken.

Step 4: Complete Fitness to Study Assessment Form

The Director, Student Services completes the *Fitness to Study Assessment Form* detailing the actions taken and forwards this to the Manager, Student Integrity to be held in a confidential business system in accordance with section 11 of the *Student Wellbeing and Safety Policy*.

### **2.3.3 Level 3 – Fitness to Study Concern**

Level 3 intervention is required when a Concerned Person has a wellbeing and/or safety concern about a student as a result of the behaviours (such as those identified at Level 2) having escalated and/or being persistent.

Step 1: Completing the Report a Concern Form

A *Report a Concern Form* should be completed if it has not already been completed in relation to the wellbeing and/or safety concern. A *Report a Concern Form* should be submitted again in circumstances where a previous report was not implemented properly or did not resolve the concern. The Concerned Person can disclose their identity or remain anonymous.

The completed *Report a Concern Form* is forwarded to the Manager, Student Integrity who acknowledges the form within 10 working days of its lodgment and then forwards the information to the appropriate Level 3 decision maker.

Step 2: Determine appropriate actions and outcomes in response to the wellbeing and/or safety concern

Upon receiving the *Report a Concern Form* from the Manager, Student Integrity, the decision maker must determine what actions and outcomes are appropriate to respond to the wellbeing and safety concern. The actions and outcomes of Level 3 intervention are listed in detail in section 7.3 of the *Student Wellbeing and Safety Policy*.

To determine appropriate actions and outcomes the decision maker may require medical evidence about the student's wellbeing and/or safety and Fitness to Study. The Level 3 decision maker may require the student to produce medical evidence or submit to a medical assessment conducted by an independent registered health professional.

If the student fails to cooperate or is unwilling to cooperate with requests to produce medical evidence or attend a medical assessment, the decision maker can make a decision under the *Student Wellbeing and Safety Policy* based on existing medical evidence. Alternatively, the Academic Registrar may determine that the *Student Wellbeing and Safety Policy* and this procedure are no longer appropriate for managing the student's ongoing enrolment with the University and instead apply the *Student Misconduct Policy*.

Step 3: Communicate the outcome to the student

Within 20 working days of lodgment of the *Report a Concern Form*, written advice is forwarded by the Responsible Staff Member to the student who is the subject of the concern outlining any actions to be taken.

Step 4: Complete Fitness to Study Assessment Form

The decision maker completes the *Fitness to Study Assessment Form* detailing the decision made, reasons for the decision and evidence taken into account and forwards this to the

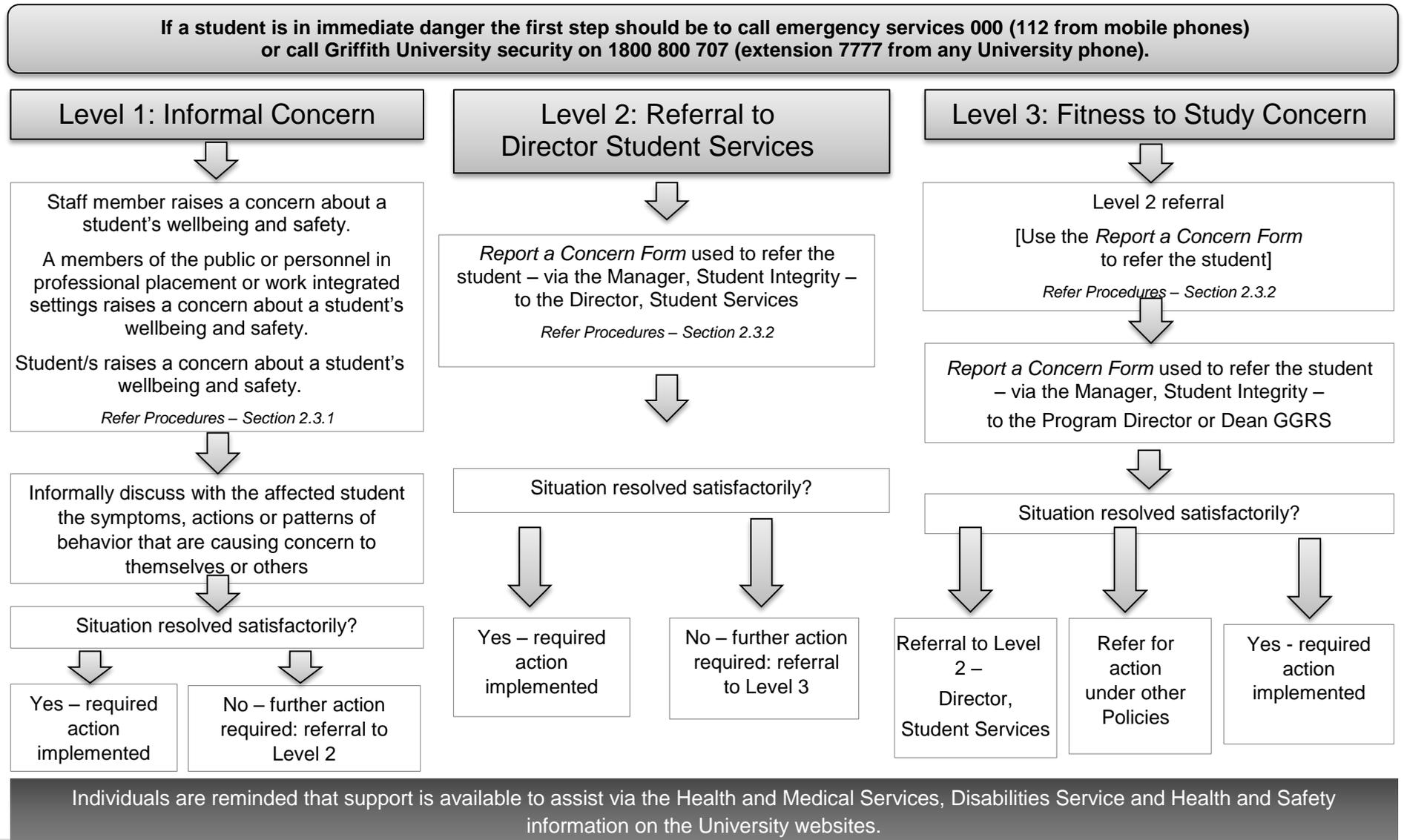
Manager, Student Integrity to be held in a confidential business system in accordance with section 11 of the *Student Wellbeing and Safety Policy*.

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### **3. STUDENT SUPPORT**

Students participating in this process are advised that assistance and support can be provided from Student Services, Student Representative Organisations (the Griffith University Student Representative Council, the Gold Coast Student Guild and the Griffith University Post Graduate Students Association), Disability Services or Student Services.

## APPENDIX 1 – PROCESS FOR MANAGING CONCERNS ABOUT STUDENT WELLBEING AND SAFETY



## APPENDIX 2 – STUDENT WELLBEING AND SAFETY ASSESSMENT FORM

<b>Student Name:</b>	
<b>Student Number:</b>	
<b>School:</b>	
<b>Program in which Student is enrolled:</b>	
<p><b>Nature of the wellbeing and safety concern</b>            Include details of the concern and/or incident that occurred (what, when, where and any relevant background information including the Concerned Person's relationship to the student and whether it appears to have been a 'one off incident' or recurring behaviour). State if concern is considered to be at Level 1, 2 or 3.</p>	
<p><b>Evidence of the concern</b>            Please detail and/or attach any information that has been reported to the University by Concerned Persons (internal and external); information provided by the student; and observations made by the decision maker. Where possible evidence should refer to specific times/dates, and provide sufficient information so as to provide a defensible record of the facts of the matter. Make a note if there is medical evidence available.</p>	
<p><b>Brief assessment of the level of risk posed by the concern</b>            Please comment on the potential for negative consequences that could result from the student's wellbeing and safety concern.</p>	
<b>Actions taken to mitigate or address the concern</b>	

<p>This may include steps taken at Levels 1, 2 or 3 to address the concern, and/or referral of the student by the School on to others services (e.g. Disability Services, Student Services, medical/health professionals) or referral to be dealt with under other Griffith University policies (e.g. <i>Student Misconduct Policy</i>, <i>Student Harassment and Bullying Policy</i>, <i>Griffith Health Code of Professional Practice</i> – refer to the <i>Student Wellbeing and Safety Policy</i> for guidance).</p>	
<p><b>Actions/decisions taken to follow up</b>  Decisions made to address the matter including referral to another Level of intervention under the <i>Student Wellbeing and Safety Policy</i>. Staff to refer to <i>Staff Guidelines on Decision-Making in Student Cases</i> and document reasons for the decision.</p>	
<p><b>Advice of actions/decisions taken</b>  Confirmation of who received advice regarding the decisions made.  Follow up advice provided to the student and to the person who reported the concern.</p>	
<p><b>Progress made by the Student</b>  Please comment on progress made by the student (if any) in addressing the concern as at the time of submitting this report.</p>	
<p><b>Name of staff member completing this report:</b></p>	
<p><b>Date of Report:</b></p>	

**Signature of Staff Member:** \_\_\_\_\_

Completed Assessment forms should be submitted to Manager Student Integrity [student-integrity@griffith.edu.au](mailto:student-integrity@griffith.edu.au).