

## Support and Safety Plan Template

<b>Student name</b>		<b>DOB</b>	
<b>School name</b>		<b>Year level</b>	
<b>Principal/site leader</b>			
<b>Student support team</b>  <i>(include name and contact details for all members both in the school and outside of the school who form part of this plan)</i>	Name & organisation		Contact no.
	Name & organisation		Contact no.
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	Name & organisation		Contact no.
	Name & organisation		Contact no.
<b>Support categories</b>	<b>Support strategies</b>	<b>Responsible person/s</b>	
<b>Internal support</b>	<p><i>What changes to the child / young person's routine are in place to support them? For example:</i></p> <ul style="list-style-type: none"> <li>• yard duty arrangements</li> <li>• before/after school</li> <li>• classroom/timetable</li> <li>• counselling support.</li> </ul> <p><i>Has the child / young person been told what restrictions/expectations the site has placed on any other children / young people?</i></p> <p><i>How is the child / young person expected to alert staff if an involved child / young person does not follow the site's directions? For example:</i></p> <ul style="list-style-type: none"> <li>• advise yard duty teacher</li> <li>• move to front office</li> <li>• report directly to the principal / site leader.</li> </ul> <p><i>Who can the child / young person talk to at the site about personal issues or concerns they have about the plan? How do they access this person?</i></p> <p><i>What signs of stress in the child / young person will be reported immediately by staff to parents/caregivers? How will this communication occur?</i></p> <p><i>What is the agreed verbal response the child / young person will make to questions from others regarding the incident?</i></p>	<p><i>Which site staff directly support the child / young person in the ways listed in the plan?</i></p> <p><i>Who is responsible for informing other relevant staff of the support expectations listed in the plan?</i></p> <p><i>Who is responsible for informing relief staff of the support plan?</i></p> <p><i>Who will coordinate communication with parents?</i></p>	
<b>Parent/caregiver support</b>	<p><i>What actions are being taken in the home to help restore the child / young person's sense of safety/wellbeing?</i></p>	<p><i>Which parents/caregivers will take what responsibility?</i></p>	

	<p><i>What signs of stress in the child / young person will be reported immediately to the site and other professionals supporting the child / young person?</i></p>	<p><i>Which staff member will be the key contact for parents in all matters relating to the plan?</i></p>
<b>Teaching and learning support</b>	<p><i>What learning programs are being used to :</i></p> <ul style="list-style-type: none"> <li>• <i>help reinforce children / young people's rights to physical and emotional safety</i></li> <li>• <i>promote the reporting of inappropriate behaviour at the site</i></li> <li>• <i>promote help seeking behaviour at the site?</i></li> </ul> <p><i>How does this learning program relate to the plan and the work of other agencies?</i></p>	<p><i>Which staff at the site are responsible for the learning described in the plan?</i></p>
<b>External support</b>	<p><i>Which other agencies or professionals are involved with the child / young person or their family?</i></p> <p><i>What is the nature and length of their support?</i></p> <p><i>How do they liaise with the site?</i></p> <p><i>Have they contributed to the development of this plan / been given a copy?</i></p>	<p><i>Which staff member liaises with other involved agencies?</i></p>
<b>Plan review</b>	<p><i>What monitoring of the plan will be undertaken?</i></p> <p><i>When will the plan be reviewed?</i></p>	<p><i>Who keeps a monitoring record?</i></p> <p><i>Who will contribute to the review (include the child / young person).</i></p>
<b>Others with a duty of care</b>	<p><i>Who else needs to know about the plan?</i></p> <p><i>For example:</i></p> <ul style="list-style-type: none"> <li>• <i>out-of-school-hours care / vacations staff</i></li> <li>• <i>family day care provider</i></li> <li>• <i>boarding/residential staff.</i></li> </ul>	<p><i>Which site staff member is responsible for discussing the plan with other people who have a duty of care?</i></p> <p><i>Who will decide what information is relevant to share?</i></p>

<b>Signatures</b>			
Principal / site leader		Date	/ /
Parent/caregiver		Date	/ /
Child / young person		Date	/ /