**Support and Safety Plan Template**

ATTACHMENT B

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| **Student name** |  | | **DOB** | |  | | |
| **School name** |  | | **Year level** | |  | | |
| **Principal/site leader** |  | | | | | | |
| **Student support team**  *(include name and contact details for all members both in the school and outside of the school who form part of this plan)* | Name & organisation |  | | Contact no. | | |  |
| Name & organisation |  | | Contact no. | | |  |
| Name & organisation |  | | Contact no. | | |  |
| Name & organisation |  | | Contact no. | | |  |
| Name & organisation |  | | Contact no. | | |  |
| Name & organisation |  | | Contact no. | | |  |
| **Support categories** | **Support strategies** | | | | | **Responsible person/s** | |
| **Internal support** | *What changes to the child / young person’s routine are in place to support them? For example:*   * *yard duty arrangements* * *before/after school* * *classroom/timetable* * *counselling support.*   *Has the child / young person been told what restrictions/expectations the site has placed on any other children / young people?*  *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:*   * *advise yard duty teacher* * *move to front office* * *report directly to the principal / site leader.*   *Who can the child / young person talk to at the sire about personal issues or concerns they have about the plan? How do they access this person?*  *What signs of stress in the child / young person will be reported immediately by staff to parents/caregivers? How will this communication occur?*  *What is the agreed verbal response the child / young person will make to questions from others regarding the incident?* | | | | | *Which site staff directly support the child / young person in the ways listed in the plan?*  *Who is responsible for informing other relevant staff of the support expectations listed in the plan?*  *Who is responsible for informing relief staff of the support plan?*  *Who will coordinate communication with parents?* | |
| **Parent/caregiver support** | *What actions are being taken in the home to help restore the child / young person’s sense of safety/wellbeing?*  *What signs of stress in the child / young person will be reported immediately to the site and other professionals supporting the child / young person?* | | | | | *Which parents/caregivers will take what responsibility?*  *Which staff member will be the key contact for parents in all matters relating to the plan?* | |
| **Teaching and learning support** | *What learning programs are being used to :*   * *help reinforce children / young people’s rights to physical and emotional safety* * *promote the reporting of inappropriate behaviour at the site* * *promote help seeking behaviour at the site?*   *How does this learning program relate to the plan and the work of other agencies?* | | | | | *Which staff at the site are responsible for the learning described in the plan?* | |
| **External support** | *Which other agencies or professionals are involved with the child / young person or their family?*  *What is the nature and length of their support?*  *How do they liaise with the site?*  *Have they contributed to the development of this plan / been given a copy?* | | | | | *Which staff member liaises with other involved agencies?* | |
| **Plan review** | *What monitoring of the plan will be undertaken?*  *When will the plan be reviewed?* | | | | | *Who keeps a monitoring record?*  *Who will contribute to the review (include the child / young person).* | |
| **Others with a duty of care** | *Who else needs to know about the plan?*  *For example:*   * *out-of-school-hours care / vacations staff* * *family day care provider* * *boarding/residential staff.* | | | | | *Which site staff member is responsible for discussing the plan with other people who have a duty of care?*  *Who will decide what information is relevant to share?* | |

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| **Signatures** | | | |
| Principal / site leader |  | Date | / / |
| Parent/caregiver |  | Date | / / |
| Child / young person |  | Date | / / |