



# EMMAUS COLLEGE

## SUPPORTING STUDENTS - Step by Step Guide

### STEP 1 - IDENTIFY SHARED CONCERNS

*Listen to and document concerns raised*



### STEP 2 - TAKE ACTION

*Ensure the student is safe*

*Inquire into the concern raised*

This may include discussions with staff and students who have been directly involved in the concern and/or its effects.



### STEP 3 - CONTACT THE APPROPRIATE SUPPORT PERSONNEL

*Follow "Care and Concern Process" to support student(s)*

Advise and/or consult with the appropriate school personnel.  
Report the concern; assess the impact of the concern and plan the appropriate response.



### STEP 4 - RESPOND AND PROVIDE SUPPORT

*Support everyone involved*

Provide reasonable and ongoing wellbeing support to all students and staff who are involved in or witness to the concern raised.

*Consult with Assistant Principal Student Wellbeing P-12/School Counsellor*  
Refer to Brisbane Catholic Education Policy documents including Student Behaviour Support for Learning Plan.



### STEP 5 - CONTACT PARENTS

Where appropriate, contact the parents of all students involved with the shared concern, provided this aligns with Brisbane Catholic Education Student Protection processes.