



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-6/7-12 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.