Mental Health Emergency In office hours | Monday - Friday | 9-5PM



listen to the student's concerns

Arranging a network of support through: **Student Services / Academic Departments** / Chaplaincies / Students' Union

Advise

Offer practical advice if appropriate

Record

the main issues

• Sharing concerns Keep a record of

Sharing your concerns when appropriate on a 'need to know' basis

A note about confidentiality:

Initial advice

You can seek initial advice, without breaching confidentiality, by withholding the student's identity.

Before consulting someone about a student's welfare. the student's permission should be sought, if possible.

Breaching Confidentiality If you feel that confidentiality should be breached, always consult a line manager first when possible.

STUDENT SERVICES 2013





Refused permission

If the student refuses permission but you feel their safety or the safety of others is a risk you need to share this information as a 'duty of care'

Sharing Information

Information, both verbal and written, should be shared on a 'need to know' basis.