The Wellbeing Team is a supporting mechanism that assists students, parents and staff in matters which, due to their complexity, require multidisciplinary approach.

- **Parent**
  - Parent/carer can refer the child in consultation with class teacher or independently from teacher’s input

- **Class Teacher**
  - (referral appropriate when CT exhausts all available options including support within the team and discussions held with parents; parent permission requested for a student to be discussed with the WT members)

- **Staff Member**
  - Self referral

**Referral form submitted** (placed in the box located in the Teacher’s prep room)

**The Wellbeing Team’s response** (receipt of the referral form is acknowledged by a written response)

- **A. Referral forwarded directly to one of the Wellbeing Team members** (Team member will contact referrer for individual support; Should the matter require the whole team attention over time the referral progresses to the next level)

- **B. Referrer required to attend the Wellbeing Team meeting** (main concerns, background information, what has been tried so far, what has worked, what has not worked, what kind of help is required from the WT)

**Parent/Student/Staff Referral discussed and type of intervention and/or suggestions/recommendations and/or further specialist input and/or involvement planned**

**Administrative representative**
- (Principal, Deputy Principal, Head of Curriculum)

**Parent Liaison Officer**

**Chaplain**

**School Nurse**

**Guidance Officer**

**ACTION PLAN created (WHO, WHAT, WHERE, BY WHEN determined)**

**CLASS TEACHER** to further develop plan with relevant specialists and parents. Planning may involve:

- What further assessment required
- Collaborative program panning
- Development of Individual Plan
- On-going assessment
- Review of program