



THE FOUNDERS ACADEMY

The Founders Academy Safety Assessment Procedure

Updated: June 16, 2020 (MM)

At Founders, we take student mental health and well being seriously and have developed this Safety Assessment Procedure for all staff to follow to help ensure our students' safety.

Crisis Procedure

1. Students making verbal or written statements of concern (suicidal ideation, self-harm, intent to harm others, someone harming or threatening to harm them, etc.), or displaying signs of harm will be referred to Student Services (Director of Academic and Student Affairs, School Counselor). If Student Services is not available, the student will be referred to administration. *If there is an immediate threat to safety, call the front desk and ask for Student Services to respond directly to the student.* See potential warning signs below.
2. If needed, first aid will be rendered as quickly as possible. Call 911 if necessary and inform the front office immediately.
3. Any student making verbal or written statements of concern or displaying signs of harm will be observed by a staff member until a safety assessment has been completed and/or a parent has arrived at school.
4. The student should be escorted to Student Services if possible, if the student cannot be moved, other students should be removed from the area in order to protect the student's privacy. **For their safety, the student should not be left alone or sent out of the room without an adult escort.**
5. A safety assessment will be performed by two qualified staff members, to include a school counselor, the Director of Academic and Student Affairs, or other administrators. *The Founders Academy Safety Assessment Form* will be used to guide the conversation and to document the concerns.
6. The Dean of School should be notified as soon as possible.

Parent Notification

1. The student's parent(s)/guardian(s) will be called either to pick up the student for an emergency assessment or to be informed that a safety assessment has been necessary. If the parent (s) / guardians cannot be reached then 911 will be called if the student is determined to be at immediate risk.

2. Parents/guardians will be provided with a signed copy of the Founders Academy Safety Assessment Form.
3. If a student is determined to be at risk for self-harm or suicide, the parents will be instructed to obtain an emergency mental health assessment and that the student will be unable to return to school without documentation from a medical or mental health provider stating they are able to do so safely.
4. Parents/guardians will be provided with information on local mental health resources and emergency rooms.

Follow Up

1. Student services or an administrator will contact DCYF or Manchester PD, if necessary.
2. Prior to the student's return to school a re-entry meeting will be held to review any documents and / or recommendations from the medical or mental health providers. A safety plan, if needed, will be developed at this time. This meeting will include the student, parent, and at least one member of Student Services and may occur the same day the student will return to class.
3. Once the student has returned to school, a school counselor will check in to provide support and follow the plan developed at the re-entry meeting.
4. All safety assessment forms will be stored in a locked cabinet in the Director of Academic and Student Affairs' office, not placed in student files.

Warning Signs

It is not easy to distinguish warning signs from 'typical' adolescent behavior. Here is a list of possible warning signs to be concerned about.

- Talking about death and dying
- Talking or writing about suicide or wanting to die
- Talking about means, methods or a plan to harm self
- Possessing or trying to acquire weapons, drugs, or other lethal means
- Isolating from friends and family
- Feeling hopeless, helpless, that life is meaningless
- Giving away possessions
- Dramatic mood changes
- Refusing help or support
- Neglecting hygiene, change in appearance
- Discontinuing usual activities (sports, clubs, friends)
- Any behavior that is new or not normal for the student and is causing concern

Teachers will receive ongoing training to help them recognize these and other warning signs

Emergency Resources

Elliot Behavioral Health/Elliot Emergency Department

Manchester, NH 603-669-5300

Catholic Medical Center (CMC)

Manchester, NH 603-668-3545

Southern NH ACCESS Team

Nashua, NH 603- 577-2728

Manchester Mental Health

MOBILE CRISIS RESPONSE- 800-688-3544 or 668-4111

Suicide Hotline

1-800-273-8255

Crisis Text line

Text HOME to 741741

MM 6/17/2020