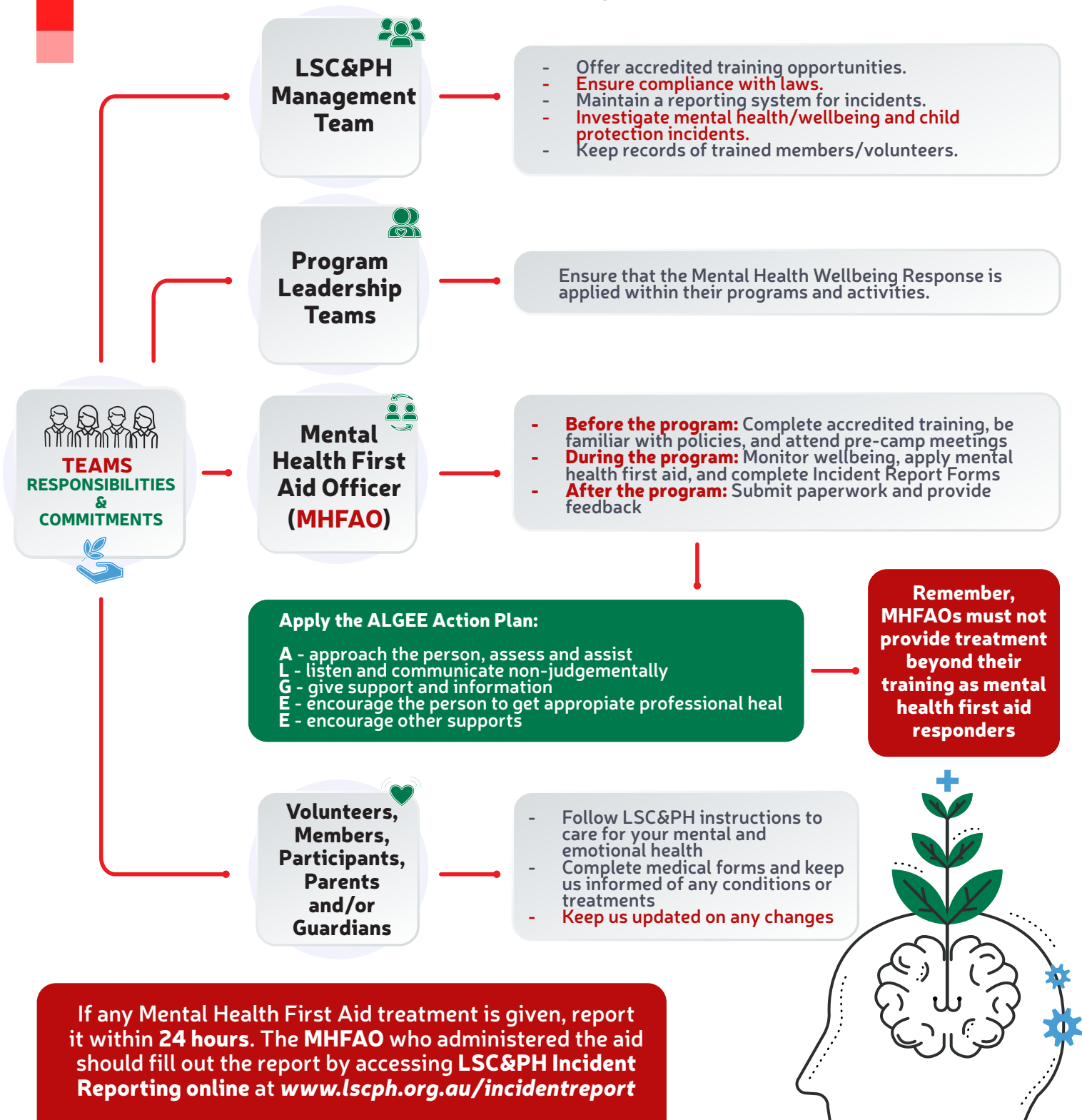


Mental Health Wellbeing Response

At **LSC&PH**, your safety and wellbeing are our top priorities. While our programs are run by volunteers without professional therapeutic capacity, we have created this procedure to guide our teams in managing attendees' mental health and wellbeing to ensure the safety of all participants during our activities.



Mental Health Wellbeing Response Procedure

Purpose

Lord Somers Camp and Power House (LSC&PH) is committed to providing a safe and secure environment for its employees, members, visitors, volunteers and program participants. Whilst LSC&PH aims to provide programs and activities accessible for all people regardless of circumstance, it is also important to recognise that all LSC&PH programs and activities are implemented by people in a volunteer capacity and that there are no people acting in a professional therapeutic capacity.

This Procedure provides guidance to LSC&PH Program Executive Teams and nominated Mental Health First Aid Officers (MHFAO) in relation to the management of the mental health/wellbeing of employees, members, visitors, volunteers and program participants and the protection of program participants involved in programs and activities implemented by LSC&PH.

The MHFAO is a first responder and as such is not able to provide professional psychological support to program attendees, nor are any other personnel at camp. As such, all attendees need to be self-reliant in terms of their own mental health.

Scope

This procedure applies to all people who work, volunteer, are participants, are members of or represent LSC&PH.

Definitions

Duty of Care	The basic principle is that a person has a duty of care to another if the person can reasonably be expected to have foreseen that if they did not take care or act, the other would suffer harm.
Employee	Any person employed by Lord Somers Camp and Power House.
Executive Team	A leadership team for a specific LSC&PH program or activity. Specific members/ roles of an Executive Team are at the discretion of the Program or Activity Leader.
Leader	<p>Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of members/volunteers placed in their care whilst holding a formal position in Lord Somers Camp and Power House. A leader could include but is not limited to:</p> <ul style="list-style-type: none"> • Camp Leaders • Deputy Camp Leaders • Executive Officers • Programs Leader • Slushie King and Slushee Queen

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	<ul style="list-style-type: none"> • Heads of Departments • Safety Officer
Member	Any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.
Mental Health First Aid Officer	A Mental Health First Aid Officer is a credentialed first responder who applies mental health first aid until professional assistance is available.
OHS Working Group	Occupational Health and Safety Working Group
P&A Committee	Programs and Activities Committee
Participant	Any person who attends an LSC&PH program as a participant or a grouper.
Volunteer	Any Non-member who attends LSC&PH activities as a member of the camp's staff under direction of a Camp Leader.

Responsibilities

LSC&PH Management Team, representing the LSC&PH Board	<ul style="list-style-type: none"> • Ensure an appropriately qualified Wellbeing Officer is nominated for specific LSC&PH programs and activities including but not limited to: Lord and Lady Somers Camps, MAX Camp, Empowerme and Community Programs. The Wellbeing Officer is nominated by the Executive Team of the specific Program. • Maintain a register of LSC&PH Volunteers/Members who are qualified/accredited to perform the role of the Wellbeing Officer on a LSC&PH program or activity. Minimum qualifications/accreditation include the successful completion of the Mental Health First Aid or Youth Mental Health First Aid Program or equivalent and a relevant program in relation to Child Protection. • Provide Mental Health/Wellbeing and Child Protection Procedures for Executive Teams and Wellbeing Officers for pre-program, program, and post-program implementation. <p>To meet these responsibilities, the Management Team shall:</p> <ul style="list-style-type: none"> • Provide training opportunities with accredited and credible training providers. • Provide ongoing evaluation and review of the needs of the
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	<p>Organisation.</p> <ul style="list-style-type: none"> • Monitor ongoing compliance with legislative requirements. • Maintain a reporting and recording system for Mental Health First Aid and Child Protection including a register of incidents. • Investigate, in consultation with the LSC&PH Risk Committee and/or Programs and Activities Committee, incidents involving mental health/wellbeing and child protection. • Keep a record of LSC&PH members/volunteers who are trained in Mental Health First Aid and child protection and their level of training.
<p>Executive teams and employees</p>	<p>Ensure that this Procedure is applied within their programs and activities.</p>
<p>Mental Health First Aid Officer</p>	<p>LSC&PH Members/Volunteers operating in the capacity of Mental Health First Aid Officer (MHFAO) are responsible for the actions and activities indicated in the MHFAO role description. These include:</p> <ul style="list-style-type: none"> • Pre-program activities LSC&PH Members/Volunteers operating in the capacity of MHFAO must have completed relevant training with accredited and LSC&PH approved training providers, be thoroughly acquainted with the Child Safety and Client Protection Policy and Procedure, participate in pre camp meetings as required. • During-program activities such as monitoring program/activity overall wellbeing and making suggestions for changes, as required; briefing and debriefing Executive/GL/AGLU/HOD/Slush hierarchy following any adverse or sentinel event; supporting the HOD in investigating these and initiate changes, as necessary; and ensuring that all Incident Report Forms are completed immediately or as soon as practicable and that these forms are acted upon and processed. • Post-program activities such as ensuring that all Incident/Near Miss paper work is submitted to PandA and Risk Committees and collating any new risk information/mitigation from Executive/GL's/AGLUs/HODs/Slush Hierarchy post program/activity reports and ensure the Risk Register is updated. <p>Whilst acknowledging the duty of care of trained MHFAO, such persons must not provide treatment or interventions beyond the level of recognised training as a mental health first aid responder.</p>
<p>Volunteers, members,</p>	<ul style="list-style-type: none"> • Follow all reasonable instructions provided by LSC&PH employees to

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and participants	<p>maintain their mental / emotional / psychological health and wellbeing.</p> <ul style="list-style-type: none"> • Complete medical forms and keeping LSC&PH informed of any medical conditions, treatments and medical contact details. • Provide Wellbeing Officers with the appropriate information and instruction where medical conditions require specialised treatment. • Update the LSC&PH office on any changes in medical conditions and/or required treatments.
Parents and/or guardians of under 18 year old participants	<ul style="list-style-type: none"> • Complete medical forms and keeping LSC&PH informed of any medical conditions, treatments and medical contact details. • Provide Wellbeing Officers with the appropriate information and instruction where medical conditions require specialised treatment. • Update the LSC&PH office on any changes in medical conditions and/or required treatments.

Procedures

Prior to attending a program or activity participants (including employees, members, visitors, volunteers) are required to complete a medical form on Operoo and provide consent for its use by responders in the event of an emergency.

Where a relevant disclosure has been made by a participant prior to a program or activity, the MHFAO is to maintain the rights of children and adults which include: the right to self-determination, the right to be treated fairly, the right to have a say about decisions affecting them, the right to be safe no matter where they are, the right to privacy, the right to have people do what is best and the right to have help and protection if needed.

Where an individual deems that a program or activity might increase the impacts of current mental health challenges they should be empowered to engage with their selfcare strategies; which might include withdrawing in part or in full from a program or activity.

The MHFAO acts as a support/liaison for Executive, Team Leaders, Group Leaders, HoDs to consult with in relation to participant/volunteer risk and protection framework during the program.

The MHFAO is to respond appropriately to mental health crisis situations that may occur; e.g. panic attacks, depression, generalized anxiety or psychotic episodes by applying the ALGEE action plan as the mental health first aid framework. (See Appendix 1)

Where possible and practical MHFA should be applied in private (in adherence with Child Safety and Client Protection Policy) to protect the participant’s privacy and contain the situation. The First Aid Room or Executive Hut may provide an appropriate option.

Where the use of ALGEE affirms that an external intervention is required the MHFAO is to refer and

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escalate to external services as appropriate; e.g. calling '000', supporting the participant to access an Emergency Department, contacting a crisis support line or local healthcare provider or inform parent/carer/emergency contacts as necessary.

Whilst awaiting the 000 response, the Mental Health First Aid Officer should continue to apply the ALGEE action plan. (Please refer to the Mental Health First Aid resource book onsite for additional information.)

The MHFAO should not present themselves as available to offer professional support prior, during or outside of the relevant program.

Reporting Mental Health First Aid Responses

All Mental Health First Aid treatments must be reported within 24 hours of the first aid being provided. The MHFAO who has applied the mental health first aid response is responsible for completing the report.

To make a report the MHFAO will access LSC&PH Incident Reporting online www.lscph.org.au/incidentreport and select the First Aid & Mental Health Incident Report tab, then complete all the relevant fields. When completed, select the "Submit" icon to lodge the report.

For further details of key tasks and responsibilities of the MHFAO please refer to the MHFAO Position Description.

Those employees, members and volunteers over the age of 18 involved in running/staffing Programs/Activities are required to hold a current Working With Children's Check.

Other relevant policies and procedures

- Code of Conduct
- Occupational Health and Safety Policy
- Child Safety and Client Protection Policy and Procedure
- Privacy Policy and Procedure
- Risk Management Policy and Procedure

Procedure review

This procedure will be reviewed every two years by the Risk Committee (with professional advice as required) or sooner if warranted by internal or external events or changes.

Changes to the procedure will be recommended to the LSC&PH Board for approval and implementation.

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Appendix 1

Mental Health First Aid Australia prescribes and trains the as its Mental Health First Aid framework for MHFAOs to apply when responding to mental health concerns or crisis. The framework consists of the following process:

- A: approach the person, assess and assist with any crisis
- L: listen and communicate non-judgementally
- G: give support and information
- E: encourage the person to get appropriate professional help
- E: encourage other supports