

Form 5a: Self-Harm Re-admission Interview - form and checklist

To be used at a meeting with parents/carers and student prior to the student's return to school following a self-harm incident or following disclosure of self-harm and parent/ carer involvement.

Use Pre-meeting checklist in Appendix 5a

Day and date:	Time:	
Student's Name:		
Age:	Year Group/Tutor Group	Gender:
Length of absence (number of school days):		
Lead member of staff:	Position:	
Family members present (delete as appropriate)		
Student	YES	NO
Parent/s or Carer/s: Mother	YES	NO
Father	YES	NO
Other (please specify)		
Staff present (amend as appropriate)		
	YES	NO
Head of House/Year	YES	NO
Form Tutor	YES	NO
	YES	NO
	YES	NO
	YES	NO
Others present (please specify):		

Details of incident

Date and time	Location
Brief description	

Details / outcome of treatment (if applicable):

✓/X/ na

Student discharged into parent/carer's care?	
Student declared fit to return to school? :	
By? e.g. GP, A&E	
Student referred for further assessment/intervention?	
If 'Yes', with which organisation?	
Specify actions following assessment/intervention.	
Has a safety plan or other strategy been agreed with the pupil? (if so, ask the pupil to give their understanding of that)	
Any other information.	

Checklist for re-admission interview (to be completed by lead member of staff)

✓ / X / na

Re-visit incident and establish what happened, what student used to self-harm, where they got it from, and where it is now. Apply school behaviour policy if appropriate	
Complete details / outcome of treatment section above in consultation with parent	
Ask the parent /carer and student if they are confident that they are fit to return to school	
Ask if any advice, verbal or written, has been given by a health professional regarding return to school	
Reiterate support network available in school; Form Tutor, Head of House, Student Manager, Student Welfare Manager, School Counsellor, Health Advisor, School Nurse, Matron,	
Give parents/carers and student information about support organisations (i.e online, helplines, text messaging, peer support forums), information about self-harm and/or local services ⑩ ⑪ a-d	
Ask if the pupil has been involved in making a personal safety plan and/or discussing coping strategies (this will be important when undertaking the risk assessment) ⑥ ⑫ g,a-c	
Discuss options (see Self-harm / wellbeing flow chart) e.g wellbeing action plan or safety plan) ⑥ ⑫ g,a-c	
Complete a risk assessment and ensure this is signed by the parent /carer and student ⑤ b	

Staff name and signature:

Post interview checklist

Task	Responsibility	Actioned by	✓
Email subject teachers, Form Tutor, Head of House/ Year, Student Manager & Student Welfare Manager	e.g. Head of House / Year		
Log incident on Incident spreadsheet/CPOMS/MyConcern/SIMS (delete if N/A)	e.g.Student Welfare Manager		
Update 'Names to Know'	e.g.Student Welfare Manager		
Meet with student at end of first day for visual / verbal wellbeing check; agree next meeting time	e.g.Head of House / Year		
Completed form copied to Student Welfare Manager	Head of House / Year		
Original form filed in student file, together with completed and signed risk assessment	Student Welfare Manager		