

Form 4b Self-Harm Incident or Disclosure: Brief Assessment Meeting Form (with prompts)

Day and date:		Time:	
Student's Name:			
Age:	Gender:	Year Group/Class:	SEND:
Name of member of staff completing form:		Position:	Sample questions:
Brief description of incident		including day, date and time and place of occurrences (bullet point): If there is a visible sign of injury, indicate the location	
Information Gathering Conversation.		<p>How are you feeling generally at the moment (mood, health, social life)?</p> <p>Is something troubling you (home, family, school, friends)?</p> <p>I am aware that you have talked about xxx, tell me a bit more... How is this making you feel?</p> <p>Have you wanted to hurt yourself previously?</p> <p>How? When? Where? How long (duration)? How often (frequency)?</p> <p>See 5 a-c for additional questions and to determine level of risk from responses</p>	

Discuss support	<p>Ask: Are other people also worried about you? Who, why?</p> <p>Accessing on-line or helpline support?</p> <p>Agree which adults will be involved</p>
Actions agreed and taken:	<p>Ask: What do you think needs to happen to improve the situation and make you feel better?</p> <p>What shall we do now?</p>
Recommendations:	<p>Explain what will happen next. (e.g. start or review a safety plan 6a, 12g)</p> <p>Provide information; support & resources 10, 12</p>
Follow up required?:	<p>e.g. When shall we meet up again?</p>
Any additional information:	

Date:

Student signature (if appropriate):

Signature of member of staff completing form:

Post meeting checklist

Task	Actioned by	✓
Notify parents/carers if agreed		
Log incident on Incident spreadsheet /CPOMS/MyConcern/SIMS (<i>delete if N/A</i>)		
Update 'Names to Know'		
Referral/discussion with external professionals? Who?		
Completed form copied to e.g. Student Welfare Manager		
Original form filed in student file		
Email form to (<i>amend</i>){e.g. subject teachers, Form Tutor, Head of House/ Year, Matron/School Nurse, Student Manager & Student Welfare Manager}		