Self-Harm, Attempted Suicide and Suicide Procedure

When to use this procedure

Use this procedure:
- when assessing a YJC client's risk of self-harm or attempted suicide and to inform management of these clients
- if a client threatens or attempts self-harm or suicide or in response to any suicidal behaviours or actions
- as a guide if a family member/connection of the client, victim or other participant/stakeholder threatens or attempts self-harm or suicide during the preparation of or running of a conference

Before using this procedure

Is this your first time using this procedure? See and understand:

- Alerts procedure
- Child protection and wellbeing policy
- Duty of care
- Incident policy
- Safe Operating Procedure – Field Work Safety Community Services
- Safety plan template
- Self-harm and attempted suicide policy
- Self-harm/Attempted Suicide Immediate Response Guide
- Work Health Safety Incident Reporting and Investigation policy

Start using this procedure

Your responsibilities
Find your role. Find what you need to do.

<table>
<thead>
<tr>
<th>Role</th>
<th>When required</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convenor</td>
<td>Always</td>
<td>Convenor steps</td>
</tr>
<tr>
<td>Assistant Manager</td>
<td>Always</td>
<td>Assistant Manager (YJC) steps</td>
</tr>
<tr>
<td>YJC Officer</td>
<td>As directed by, or In absence of Assistant Manager</td>
<td>Assistant Manager (YJC) steps</td>
</tr>
<tr>
<td>Area Manager</td>
<td>Always</td>
<td>Area Manager steps</td>
</tr>
<tr>
<td>Regional Director</td>
<td>Always</td>
<td>Regional Director steps</td>
</tr>
</tbody>
</table>

Procedural steps

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convenor</td>
<td>People you need</td>
</tr>
<tr>
<td></td>
<td>• Assistant Manager</td>
</tr>
<tr>
<td></td>
<td>• YJC Officer</td>
</tr>
<tr>
<td></td>
<td>• Area Manager</td>
</tr>
</tbody>
</table>

When receiving information a client has a history of self-harm or suicidal behaviours

1. Consider the information provided by Assistant Manager, such as Alerts or other background information
2. Contact Assistant Manager if you have concerns regarding the history of the young person’s risk of self-harm or suicide

3. Include and consider all self-harm and suicide risk information available when completing a risk assessment in preparation to meet young person

Responding to new threats of self-harm or suicide

1. Remind the young person that their right to confidentiality is balanced against duty of care

2. Advise the young person (if they have disclosed an intention) that a disclosure/threat or history of suicidal behaviours is taken seriously

3. Do not indicate negative feelings or appear overly interested towards self harm or suicide.

4. Do not attempt to counsel the client or make judgements

5. Ask young person what supports they have

6. Check young person is aware of resources and contact numbers for services such as Beyond Blue and Lifeline

7. Check young person’s parents/carer or person/s living with them is aware of the situation
   i. Ask them to monitor the young person’s behaviour closely at all times.
   ii. Advise them to contact the hospital immediately if they have any concerns.
   iii. Suggest that they do not leave the young person alone.
   iv. Offer to refer them to support services
   v. Provide them with information regarding local and national support groups.

8. Consider any other possible actions to promote the safety, welfare and wellbeing of the young person

9. Complete MRG and follow direction provided in outcome summary

10. Bring to the attention of the Assistant Manager

11. Follow any instructions of Assistant Manager to ensure the safety, welfare and wellbeing of clients

When danger/risk of self-harm or suicide is immediate

1. Adjourn conference or meeting

2. Refer to Self-harm/Attempted Suicide Immediate Response Guide

3. Ask anyone present to contact 000

Note: If no one else is present you will need to contact 000
4. **Stay** with young person until the police or ambulance has arrived (if safe to do so)

5. **Leave** location immediately if you are concerned about your own safety

6. **Speak** in a calm voice and keep the young person talking

7. **Provide** support to other people present as required

8. **Contact** Assistant Manager or Area Manager to brief them on the situation when immediate crisis is over

9. **Follow** directions of Assistant Manager/Area Manager

### When a Young Person suicides

1. **Notify** Assistant Manager or Area Manager immediately

2. **Follow** directions of Assistant Manager

3. **Cease** all preparation and conference related activities

4. **Advise** relevant stakeholders as directed by Assistant Manager that conference will not proceed

5. **Ask** permission from family/parent/carer to inform other stakeholders of the conference of death (only if directed by Assistant Manager)

6. **Provide** close family members information about appropriate services for support as required

7. **Complete** any required paperwork as directed by Assistant Manager

8. **Consider** your own self care and notify Assistant Manager on any support or leave that you may require

9. **Ask** Assistant Manager to access Employee Assistance Program (EAP) if you personally require support

<table>
<thead>
<tr>
<th><strong>Assistant Manager</strong> (YJC)</th>
<th><strong>People you need</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <strong>Area Manager</strong></td>
</tr>
<tr>
<td></td>
<td>• <strong>Assistant Manager</strong></td>
</tr>
<tr>
<td></td>
<td>• <strong>JJO</strong></td>
</tr>
</tbody>
</table>

**When preparing to send conference referral to convenor**

1. **Check** CIMS to see if young person has any self-harm or attempted suicide alerts (closed or open)

2. **Print** any self-harm or attempted suicide alerts (closed or open) and include them in the Convenor Referral package/information sent to Convenor

3. **Remind** convenors they must ensure they promote the safety, welfare and wellbeing of clients (as per **Client Protection and Wellbeing Policy**)

---

3
4. **Discuss** any concerns that the convenor raises about the young person’s risk of self-harm or attempted suicide

5. **Discuss** convenor concerns about young person risk of self-harm or attempted suicide with JJO/JJC if young person currently being supervised by JJCS

6. **Contact** relevant informants/stakeholders to verify information if appropriate/necessary

### When receiving information that young person has recently engaged in self harm or suicidal behaviour

1. **Obtain** details including when, where, how, why, who was informed, what action was taken, what intervention was provided etc.
2. **Check** the young person and family has been referred to external supports if required

**Note:** This check is to ensure the convenor is able to respond to the self-harm/attempted suicide situation and that they are able to continue following the response plan.

3. **Complete** an incident report on CIMS – see [Incident Reporting](#)
4. **Consider** creating or updating self-harm/suicide alert on CIMS (refer to [Alerts procedure](#))
5. **Check** that a MRG has been completed and results provided by convenor
6. **Notify** JJO/JJC if young person is currently being supervised by JJCS and potential risks have been identified
7. **Create** clear and detailed information about any potential risk in Client notes section of CIMS (not YJC referral section) so it can be accessed by Custody and Community employees

### When a Young Person suicides

1. **Establish** date and time of death from police, hospital or family member
2. **Check** the welfare of the convenor
3. **Remind** Convenor of their entitlement to contact Employee Assistance Program (EAP) if required
4. **Advise** Area Manager of situation as soon as practicable
5. **Advise** JJO/JJC as soon as possible if young person under their supervision
6. **Notify** any other relevant stakeholders or, as directed by Area Manager/Regional Director

**Note:** A relevant stakeholder may be the significant other of the convenor.

8. **Prepare** a letter to the referring body to notify them of the young person’s death.
9. **Email** CIMS support to notify them of the young person’s death and date of passing (if this is known).
10. **Consider**, in consultation with Area Manager, appropriate action/advice in respect of any co-offenders
11. **Identify**, in conjunction with JJO/JJC/other Assistant Managers, co-offenders or other JJ clients known to the young person who may be vulnerable, susceptible to suicide or close to the client and who may
now consider suicide an option

12. Check relevant stakeholders and conference participants have been advised that conference will not proceed

Note: Persons nominated by the family should only be informed after permission has been obtained.

<table>
<thead>
<tr>
<th>Area Manager</th>
<th>People you need</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Assistant Manager</td>
</tr>
<tr>
<td></td>
<td>• Regional Director</td>
</tr>
</tbody>
</table>

1. **Check** that a convenor involved in any serious incident has been referred to EAP if required

2. **Check** that employees receive training in Mental Health First Aid and Suicide Intervention Strategies when commencing in the role of Assistant Manager or YJC Officer (if applicable)

3. **Organise** refresher training for all YJC employees to maintain knowledge and skills capacity

4. **Contact** the Regional Director when a suicide or serious attempted suicidal behaviour occurs

5. **Provide** a copy of self-harm, attempted suicide and suicide incident reports to the Regional Director

6. **Prepare** any other report to inform Regional Director (as directed)

7. **Check** that any attempted, threatened or actual self-harm or suicide has been correctly reported and recorded on CIMS

8. **Review** current practices, circumstances, procedures, training and precipitators after an incident of to identify any systemic issues

**Postvention Support**

Postvention support is the response provided after a suicide to reduce further trauma.

1. **Direct** that the following occurs if a young person suicides:

   (i) **Provide** Employees in your area (including the convenor linked to the YJC matter of young person) are given a briefing on the circumstances

   (ii) **Offer** individuals additional debriefing for those who want to discuss the incident further

   (iii) **Encourage** employees to independently contact the Employee Assistance Program (EAP) for counselling or other relevant support services

   (iv) **Organise** regular employee meetings to ensure that employees are provided with any additional/relevant information

   (v) **Arrange** a memorial service for circumstances where a large number of employees and clients have been affected
(vi) **Review** current practices, circumstances, procedures, training and precipitators after an incident to identify any systemic issues

### Regional Director

1. **Provide** resources for training in your region for Area Managers, Assistant Managers and other relevant YJC staff in Mental Health First Aid and Suicide Intervention Strategies

2. **Monitor** the trends in incidents and circumstances regarding self-harm and attempted suicide/suicide in your region

3. **Recommend** updates to procedures and practices when trying to address any failings in managing young people identified as having self-harm or suicide risks

### Legislation

- Children and Young Persons (Care and Protection) Act 1998
- Young Offenders Act 1997

### Change log

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason for change</th>
<th>Details of change</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2014</td>
<td>Revision of Policy</td>
<td>Development of YJC Procedure</td>
<td></td>
</tr>
</tbody>
</table>