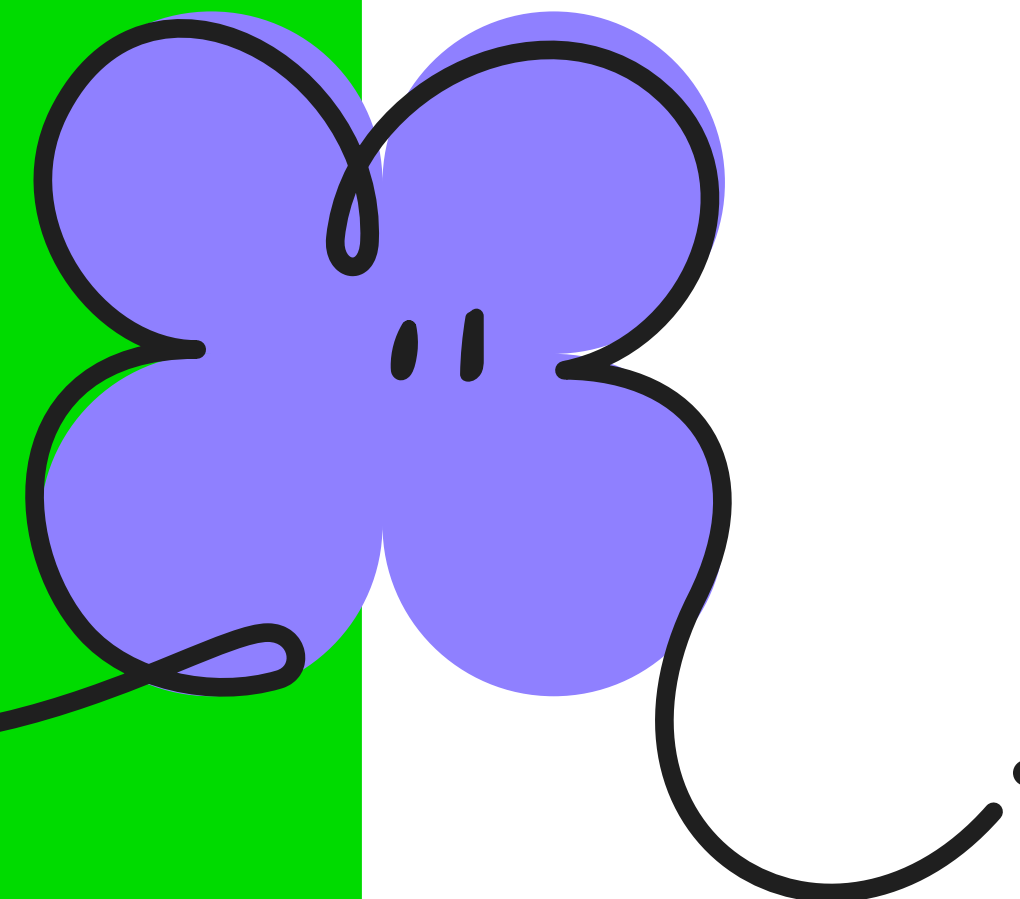


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check



School Principal Guide

A guide for School Principals involved in My Mind Check, a free, voluntary and evidence-based digital mental health and wellbeing check-in for Australian schools.



Delivered by



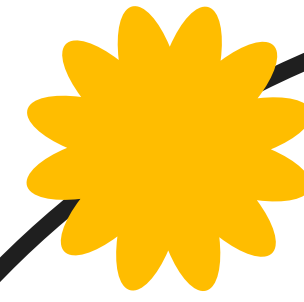
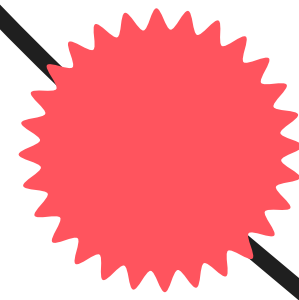
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About this guide



This guide provides a summary of the responsibilities of the School Principal and simple step-by-step instructions to fulfill them. My Mind Check is dedicated to ensuring that check-ins at your school are a simple straightforward process, and a positive and useful experience for all. Our School Support Team are here to help you consider and plan your check-ins.

Recommendations and resources provided by My Mind Check aim to assist schools but must be used in line with the privacy and health requirements of your state or territory, as well as those specific to your school.

My Mind Check

Macquarie University
Wallumattagal Campus
Macquarie Park NSW 2109

My Mind Check School Support Team

T: 1300 606 770 (8am–4pm weekdays)
E: support@mymindcheck.org.au
mymindcheck.org.au

In your role as the School Principal, your involvement in My Mind Check is to have oversight and responsibility for the appropriate implementation of My Mind Check in your school.

Some of your key tasks are:

- 1 Build or confirm your My Mind Check Team2**
(Consider staff training and competencies in allocating them to particular roles).
- 2 Delegate consent management4**
(Consent is managed and stored by your school outside of the My Mind Check portal, but we provide consent templates to assist you).
- 3 Log in to your school's My Mind Check portal4**
- 4 Add and assign a My Mind Check School Administrator5**
- 5 Review your school's My Mind Check outcomes.....6**

1 Build or confirm your My Mind Check Team

If your school's My Mind Check Team has not yet been finalised, do so before proceeding to the next step. We've grouped together key tasks for each My Mind Check role and made suggestions for the types of staff you may consider nominating for each role. This way, you build a team whereby each member is responsible for different aspects of the process. Of course, if you are a small school or only want to complete check-ins for specific

year levels, multiple roles can be filled by a single staff member or a small group of staff. My Mind Check roles and responsibilities are displayed in table below.

Resource materials, including similar guides to this one, are provided to support key roles and activities via the Schools Resources section in the My Mind Check portal.



[Visit School Resources >](#)

My Mind Check role and access

School Principal (or delegate*)

Access to all areas of the school portal, including:

- administrative areas (where students and staff are uploaded and check-in sessions are scheduled)
- Session Supervisor area (where check-in sessions can be started and stopped)
- School View (where the collated outcomes of all students are visible)
- Champion View (where student outcomes are listed and can be filtered/triaged to facilitate follow-up)
- Student View (where the outcomes of individual students are visible)

Suggested areas of responsibility

Responsible for appropriate conduct of My Mind Check in your school, according to the My Mind Check Use Agreement.

The My Mind Check School Support Team will add the School Principal (or delegate), and a School Administrator, to the portal. The School Principal (or delegate) and/or the School Administrator must then add other staff to the portal, as they have the necessary permissions to do so. Other roles are unable to add or delete staff.

Potential current staff member

*When a school principal cannot directly be involved in implementing My Mind Check, a delegate can be given authority to make planning and operational decisions.

1 Build or confirm your My Mind Check Team

My Mind Check role and access	Suggested areas of responsibility	Potential current staff member
<p>School Administrators</p> <p>Access to administrative areas where students and staff are uploaded, and check-in sessions are scheduled</p>	<ul style="list-style-type: none"> • Adding and deleting My Mind Check staff in the school portal • Adding groups of students to the school portal • Adding, removing and modifying individual students in the school portal, as required • Scheduling check-in sessions in the school portal • Printing off unique student login codes, and providing them to the relevant Session Supervisor before the check-in date • Annual maintenance of your school portal (for example, deleting staff who no longer participate in the My Mind Check process) 	<p>Administrative or teaching staff who use the student management system and who are comfortable with timetabling, using spreadsheets and simple IT systems</p>
<p>Session Supervisors</p> <p>Access to start and stop check-in sessions and mark students as 'absent' or 'withdrew'</p>	<ul style="list-style-type: none"> • Starting and supervising check-in sessions creating a private and quiet environment for students 	<p>Classroom teachers or aides</p>
<p>School Champions</p> <p>Access to the:</p> <ul style="list-style-type: none"> • School View (where the collated outcomes of all participants are visible) • Champion View (where a triaged list of students categorised as 'struggling' or 'vulnerable' is visible) • Student View (where the outcomes of individual students are visible) 	<ul style="list-style-type: none"> • Reviewing check-in outcomes, communicating outcomes (as necessary) and documenting actions taken 	<p>Student wellbeing staff, or staff with training and/or interest in student mental health and wellbeing</p>
<p>School Executive</p> <p>Access to whole-school and year-level outcomes (but no access to individual student outcomes).</p>	<ul style="list-style-type: none"> • As nominated by your school 	<p>Nominated individuals involved in whole-school governance or planning</p>

2 Delegate consent management

Use of My Mind Check requires expressed (or opt-in) consent. The consent process (including collecting, tracking and storing consent) is the responsibility of each school. It will be handled in line with your usual processes, systems and privacy regulations (separate from the My Mind Check portal).*

The School Principal must identify staff member/(s) who will be responsible for managing their school's consent process. The School Principal and the nominated staff member(s) managing consent must ensure My Mind Check processes are completed in accordance with the My Mind Check Use Agreement and Terms of Use.

The greater the rate of consent you can achieve in your school, the more meaningful the data will be for whole-school outcomes, as well as outcomes for specific year levels.

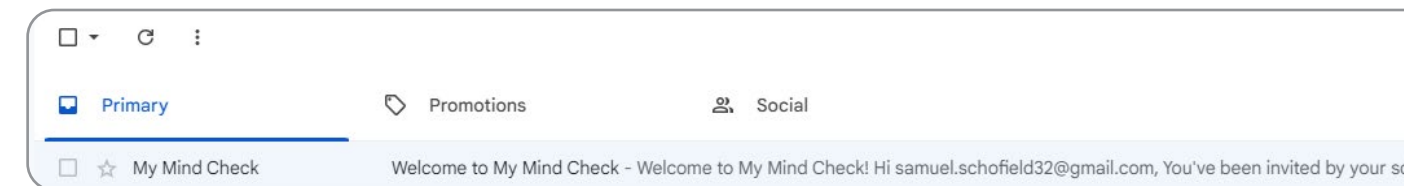
To assist schools in streamlining the consent process a suite of resources are available including:

- information and [Consent forms](#) > for caregivers and, where relevant, students
- a [Schools Communication Toolkit](#) > containing promotional materials to tell your students, caregivers and school staff about My Mind Check.

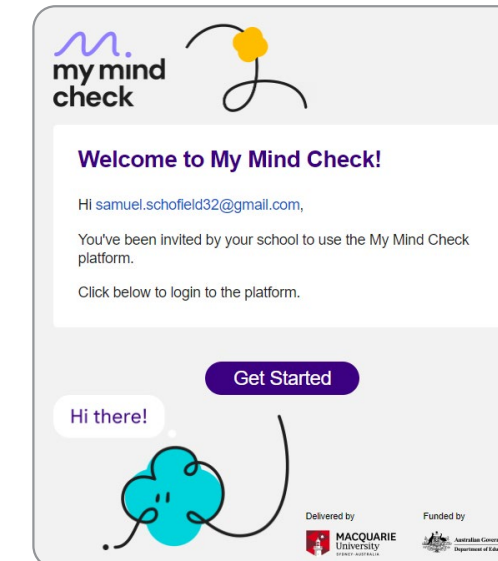
* Recommendations and resources provided by My Mind Check are a guide only. Schools should always follow their own state or territory privacy and health requirements, as well as any processes specific to their school.

3 Log in to your school's My Mind Check portal

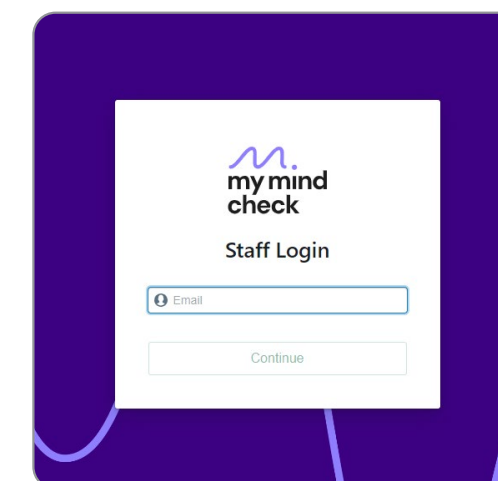
1 Open your inbox and locate your 'Welcome to My Mind Check!' email. You received this email when the My Mind Check School Support Team registered your school and assigned you as School Principal in the My Mind Check portal.



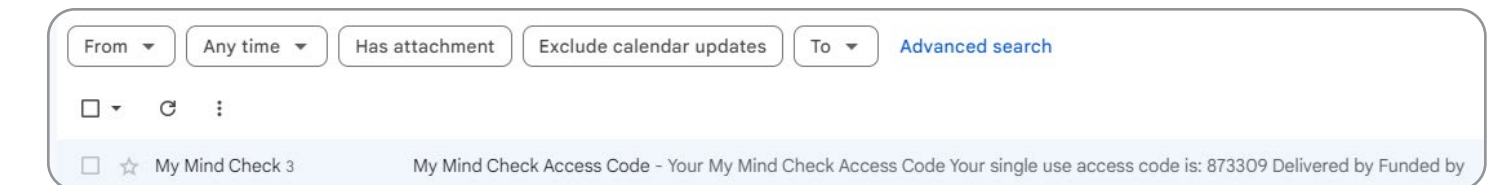
2 Open the email and select 'Get Started'.



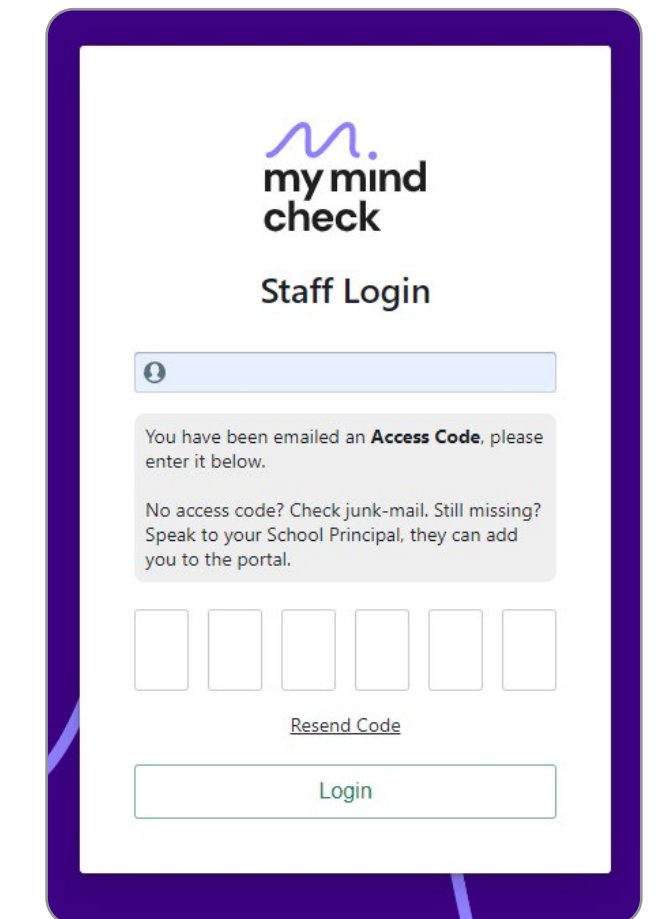
3 Enter your email address.



4 Open your inbox and find your one-time login code. Check your junk mail folder if you can't see an email. Copy the code.



5 Paste (or type) the code into the space provided, and select 'Login'.

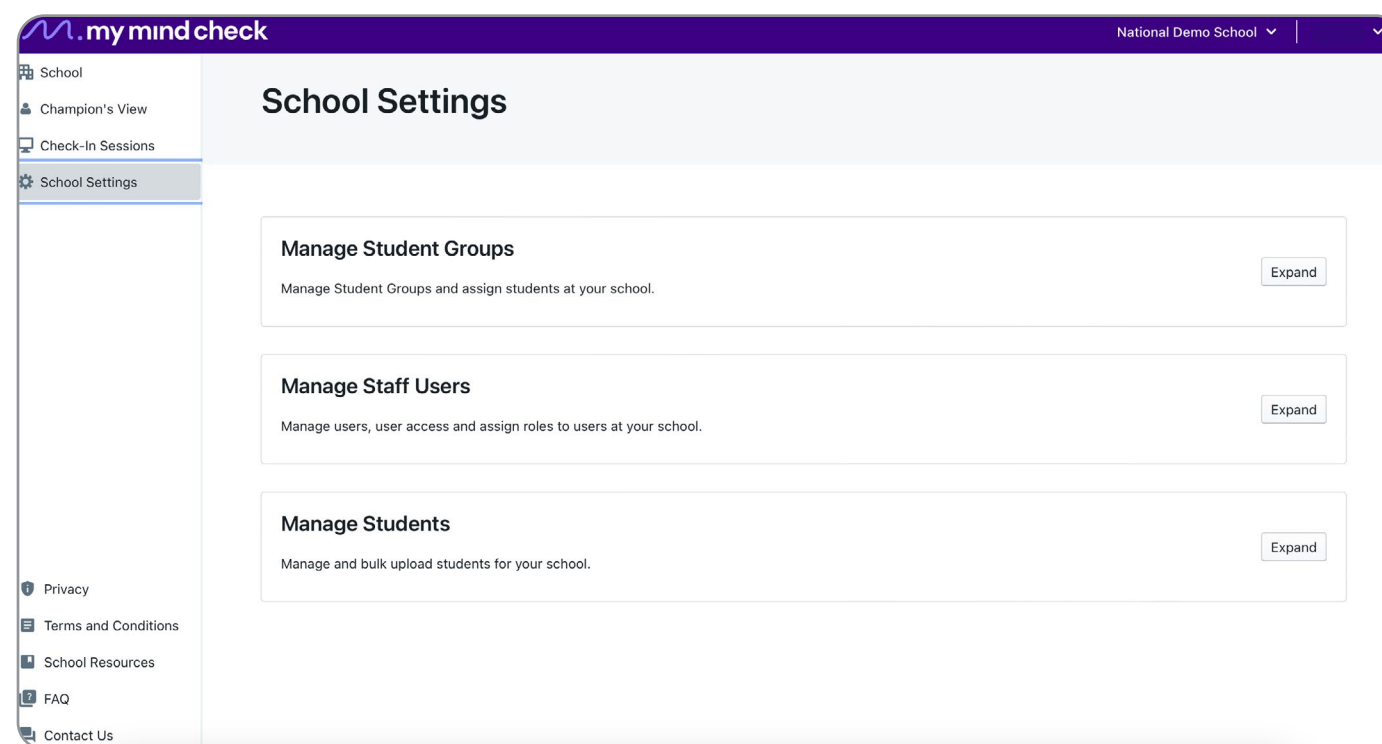


4 Add a School Administrator

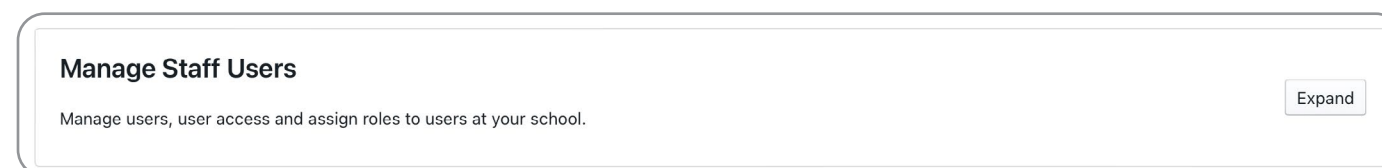
School Principals and School Administrators have the necessary permissions to add or delete staff in the school portal. Other My Mind Check roles are unable to do so.

Add a staff member

- 1 Select 'School settings' (On the top left corner)

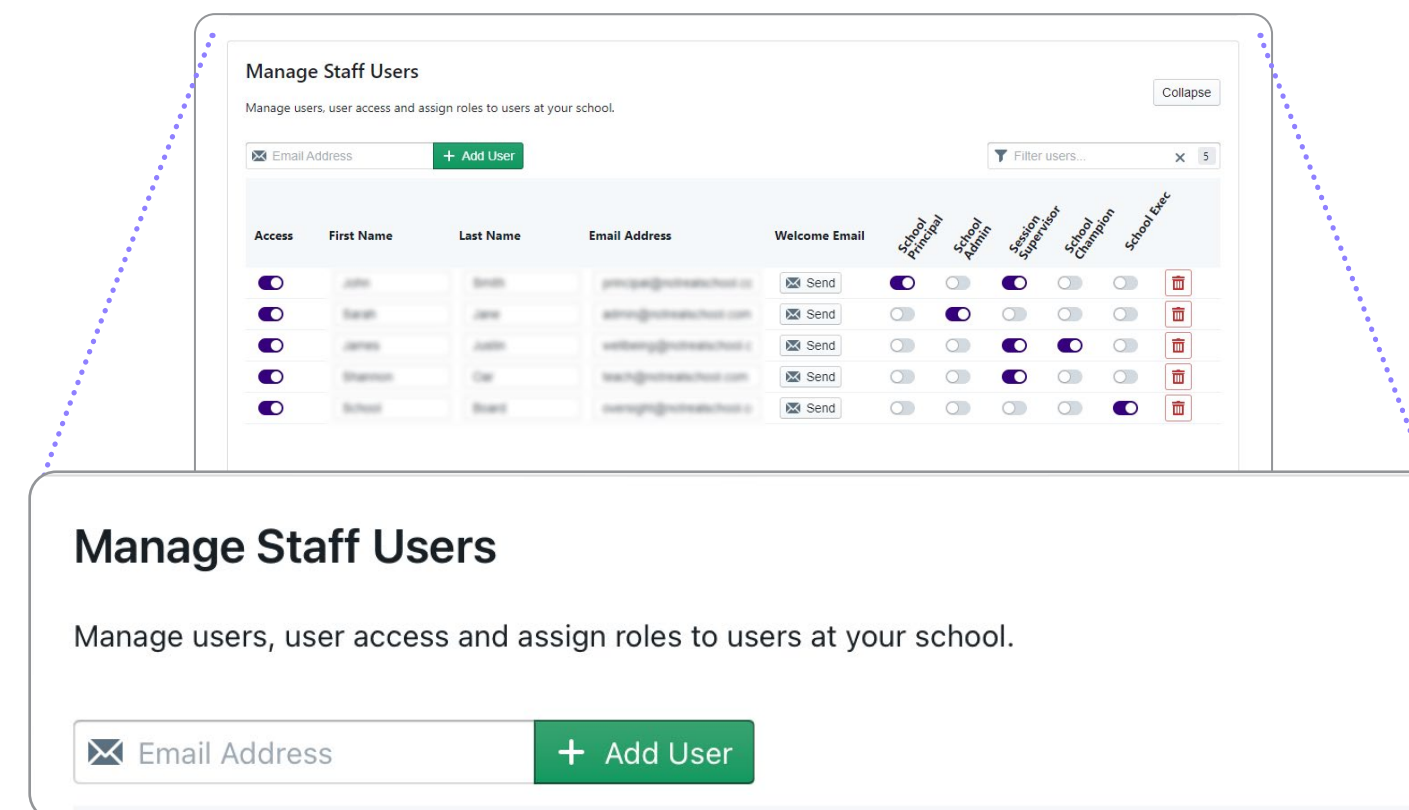


- 2 Select the 'Expand' button next to the 'Manage Staff Users' heading



- 3 The 'Manage Staff Users' section will display showing current staff members and their assigned system role(s).

- 4 Enter the email address of the school staff member to be added and select the '+ Add User' button. The staff member's email address will then automatically be added to the list of names below.



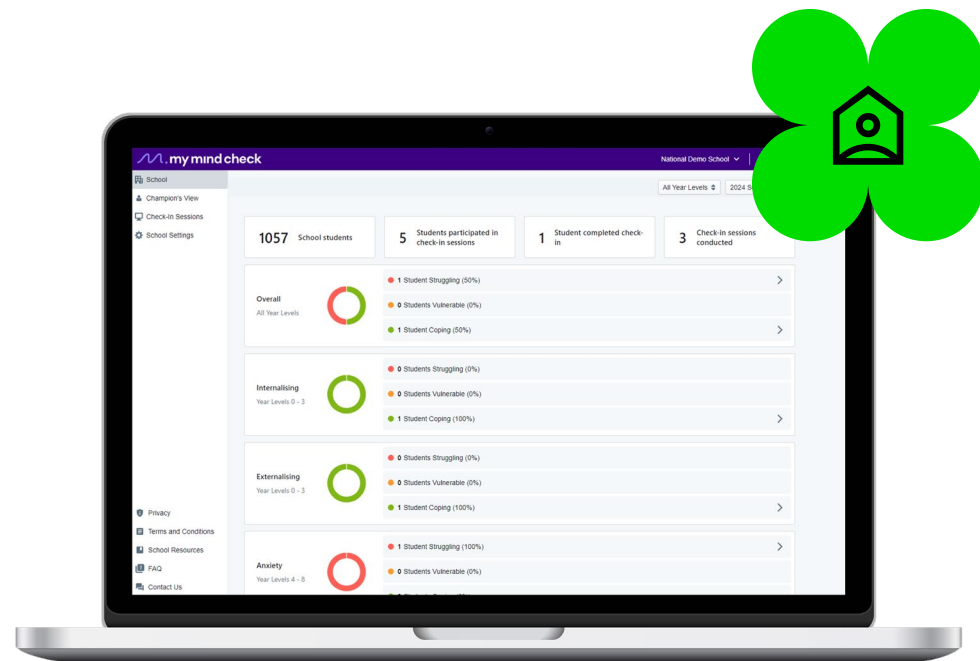
- 5 Input the staff member's preferred name and last name next to their email address. Then select the relevant toggle button next to the staff member's name, according to their assigned role(s) in My Mind Check.

Access	First Name	Last Name	Email Address	Welcome Email	School Principal	School Admin	Session Supervisor	School Champion	Subsidiary Exec
<input type="checkbox"/>	John	Smith	john.smith@mymindcheck.com	<input checked="" type="checkbox"/> Send	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Jane	Smith	jane.smith@mymindcheck.com	<input checked="" type="checkbox"/> Send	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Jane	Smith	jane.smith@mymindcheck.com	<input checked="" type="checkbox"/> Send	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	John	Smith	john.smith@mymindcheck.com	<input checked="" type="checkbox"/> Send	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	John	Smith	john.smith@mymindcheck.com	<input checked="" type="checkbox"/> Send	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 6 Select the 'Send' button under the 'Welcome email' heading. A welcome email will then be dispatched to the staff member.

5 Review your school's My Mind Check outcomes

As School Principal, you may wish to view whole-school and individual student outcomes, which will become available immediately following a check-in. Outcomes are flagged as *struggling* (red), *vulnerable* (amber), *coping* (green), *skipped* (grey) and *incomplete* (grey). The information presented in each visual display is more meaningful and representative the more students have consented to and completed check-ins.



School View

This view gives a high-level overview of:

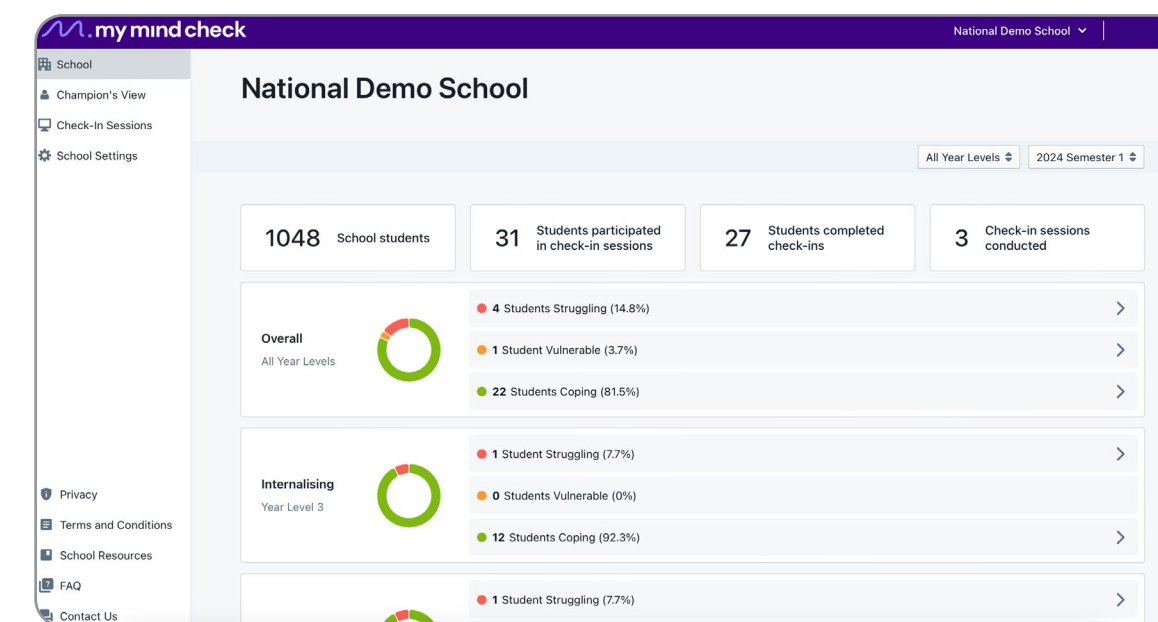
- the use of My Mind Check in your school (number of students, sessions, completions etc.)
- the collated outcomes of all students at your school (and each year level), and the outcomes for each mental health domain included in My Mind Check *

* As a School Principal, you will also be able to see lists of students flagged as *struggling* (red), *vulnerable* (amber) or *coping* (green) and navigate directly to the Student View.

1 Log in to the My Mind Check portal

2 Select 'School' (On the top left corner)

Whole school outcomes will be displayed



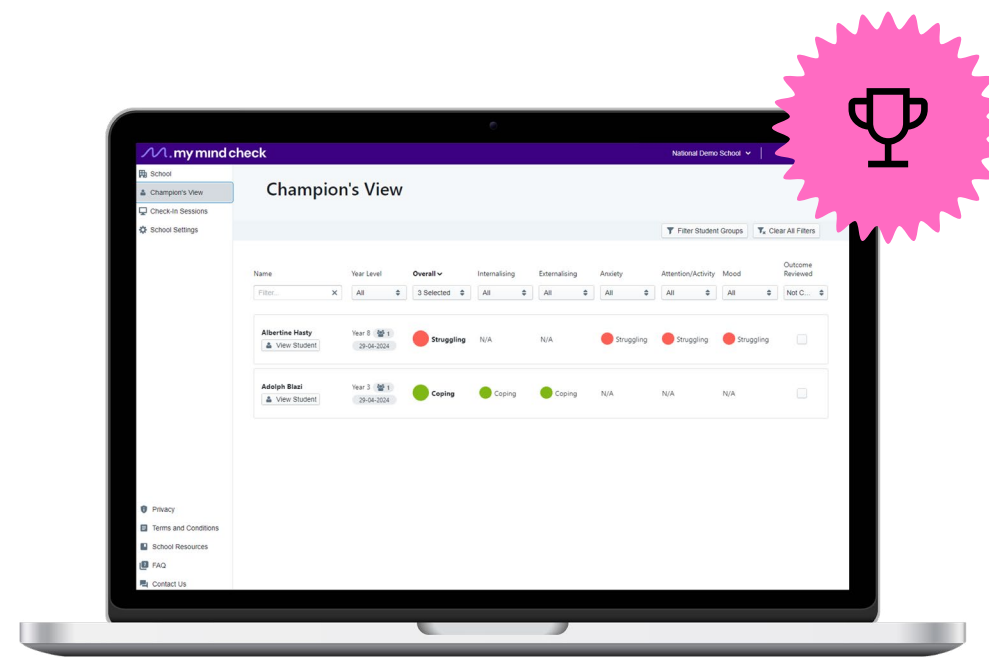
3 To view outcomes by year level, select the Year Level Filter at the top right of the screen. Select a specific year level, and the outcomes for students in that year level will be shown.



Tip: Outcomes can also be filtered by period in a similar manner, by selecting the semester/term from the filter button next to the year level filter.



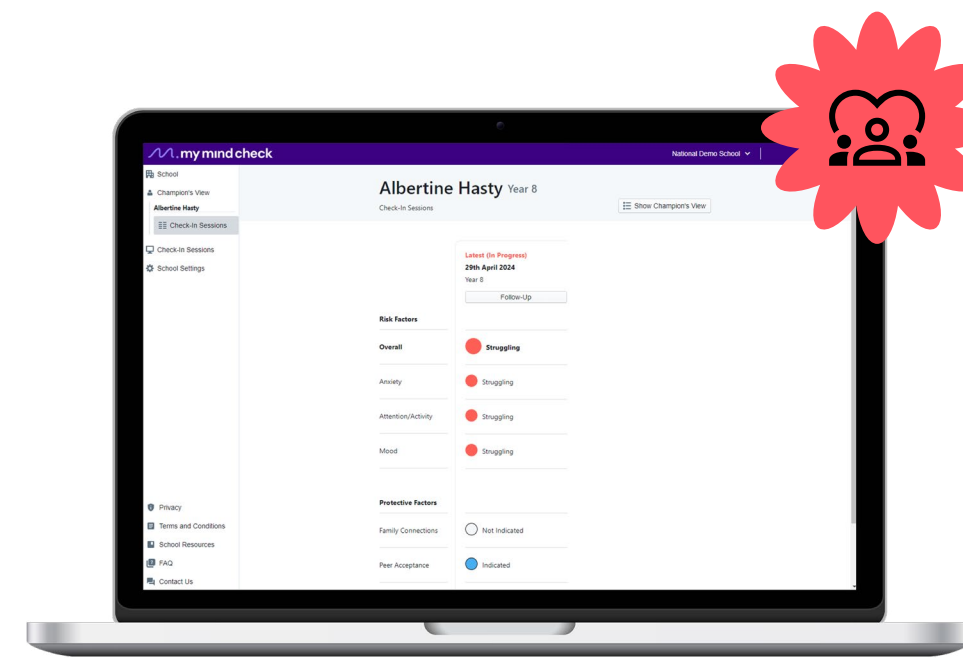
5 Review your school's My Mind Check outcomes (Continued)



Champion View

This view gives:

- a high-level overview of all students' outcomes
- the ability to filter and sort students, according to their overall outcome (based on all domains) or their outcome in a specific domain, enabling the prioritisation of follow ups. The default view displays students flagged as *struggling* (red) first, followed by *vulnerable* (amber). To view students flagged as *coping* (green), *skipped* (grey) or *incomplete* (grey), select the 'Overall' dropdown menu, and select the toggles next to 'coping', 'skipped' and/or 'incomplete'.
- a mechanism to acknowledge that outcomes have been reviewed so School Champions can easily identify which students still require follow-up.



Student View

This view enables you to:

- access and review each student's personal outcomes across all domains and protective factors via the Follow-Up tab
- view a summary of the recommended follow-up steps to be considered for each student. This includes easy access to resources and templates to support each option.
- access to optional in-school programs for each My Mind Check domain based on the student's most recent My Mind Check outcomes.



[Follow-Up Guide >](#)

The Follow-Up Guide has more information on student outcomes and resources to support your team to respond to outcomes.

Let's help students reach their potential

Poor mental health affects about 14% of children, which impacts their educational potential.

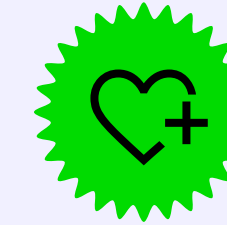
By Year 9, young people experiencing mental health concerns are on average two years behind their peers.

Research shows that by conducting mental health and wellbeing checks in schools, we can dramatically improve educational outcomes for children.

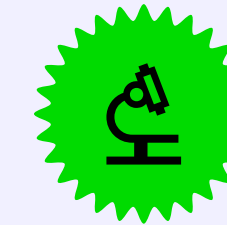
Australian schools can access My Mind Check, a free digital mental health plus wellbeing check tool expertly designed for schools.



Free and easy to use



Combines mental health and wellbeing



Based on evidence; it's tried and tested



Provides individual summaries with follow-up guidelines for schools to help support students



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