



Mental Health and Wellbeing Policy		
Code: E2.10	Area: Non-Academic E	
Policy Owner: EMG	Version #: 1.1	Date: 15 Sep 2022
Policy Developer/Reviewer: QAM	Review date: 15 Sep 2025	

## VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	EMG	6 Nov 2019	Document Creation.
1.1	EMG	15 Sep 2022	Information added about student clubs and general support for Year 1 students.

## PURPOSE AND SCOPE

The aim of this policy is to:

- Ensure staff and students have adequate mental health support.
- Ensure the wellbeing needs of students and staff are met.
- Foster a healthy and inclusive environment on campus.

This policy applies to all staff and students at the Sydney Institute of Traditional Chinese Medicine (SITCM).

## 1 OVERVIEW

SITCM recognises that people perform at their best when their mental health and wellbeing needs are met. SITCM is therefore committed to fostering a healthy and inclusive culture on campus.

This policy has been informed by the *Higher Education Standards Framework (Threshold Standards) 2021*, in particular Section 2.3 Wellbeing and Safety. It should be read in conjunction with other SITCM policies, including the *Student Academic Support Policy and Procedure*, the *Student Support Policy and Procedure* and the *Sexual Assault and Sexual Harassment Policy and Procedure*.

## 2 POLICY

### 2.1 PROMOTING A HEALTHY CAMPUS ENVIRONMENT

- 1) To raise awareness of mental health issues and promote an inclusive environment, information on mental health and wellbeing is available:
  - a. On noticeboards around the SITCM campus.
  - b. On the SITCM website.
  - c. From the Student Support Officer.
- 2) In addition to the support for students and staff outlined in Sections 2.2 and 2.3, SITCM's [External Support Services](#) webpage includes information about the following free external mental health support services:

Support Type	Organisation Name	Contact Details
General Crisis Support	<a href="#">Lifeline</a>	13 11 14
	<a href="#">St. Vincent de Paul</a>	02 9560 8666
Mental Health Support	<a href="#">Community Mental Health Services</a>	1800 011 511
	<a href="#">Beyond Blue</a>	1300 22 4636
Youth Support (up to 25 years)	<a href="#">Kids Helpline</a>	1800 55 1800
	<a href="#">Headspace</a>	02 9114 4100

## 2.2 SUPPORT FOR STUDENT MENTAL HEALTH AND WELLBEING

- 1) Good mental health and wellbeing are essential for the retention and academic success of students.
- 2) Mental health and wellbeing can be affected by numerous factors, including both personal and academic issues.
- 3) To promote a culture of mental health and wellbeing among students, the following steps are taken:
  - a. SITCM has an agreement with an external counsellor for the provision of three hours of free professional counselling services to each student who is referred by a Student Support Officer.
  - b. SITCM holds an annual end-of-year dinner that all staff and students are invited to attend.
  - c. The Office Manager arranges a free biannual social event for Year 1 students.
  - d. The Student Support Officer organises a free mentoring program to all Semester 1 Year 1 students, whereby:
    - i. Year 1 students are emailed in Week 1 of Semester 1 to ask if they would like to participate in the program;
    - ii. Participating Year 1 students are divided into groups of up to six;
    - iii. Each group is assigned a senior student or recent graduate as a mentor;
    - iv. The mentor holds six 45-minute meetings with his/her mentees during the semester, at times and locations decided by mutual agreement by the mentor and mentees; and
    - v. Each meeting involves the mentor answering mentee questions and providing general guidance on the learning experience.
  - e. SITCM encourages a vibrant student community by offering SITCM student clubs the following financial support (as announced through campus posters):
    - i. \$50/year for each club that holds at least two social events, each attended by at least six SITCM student members, in a calendar year.
    - ii. \$100/year for each club that holds at least two social events, each attended by at least 10 SITCM student members, in a calendar year.
    - iii. \$150/year for each club that holds at least two social events, each attended by at least 15 SITCM student members, in a calendar year.
  - f. Academic guidance and support are available to students in accordance with the *Student Academic Support Policy and Procedure*.
  - g. General guidance and support are available to students in accordance with the *Student Support Policy and Procedure*.

### 2.3 SUPPORT FOR STAFF MENTAL HEALTH AND WELLBEING

- 1) Good mental health and wellbeing are essential for the effective performance of staff.
- 2) Mental health and wellbeing can be affected by numerous factors, including both personal and work-related issues.
- 3) To promote a culture of mental health and wellbeing among staff, the following steps are taken:
  - a. SITCM only hires staff who it believes have the necessary skills and ability to successfully meet a position's requirements, in accordance with the *Staff Recruitment Policy and Procedure*.
  - b. SITCM has *Memorandum of Understanding for Counselling* with an external counsellor which allows three hours of free professional counselling services for each staff member who requests it (the counsellor's contact information will be provided by the CEO or Dean on request).
  - c. A [Selected tools and resources for academic educators](#) link is available to all staff on Moodle.
  - d. The *Staff Manual* outlines the nature and extent of support services available to staff.

### 2.4 ABSENTEEISM

- 1) If adequate evidence is provided, poor mental health is an acceptable reason for:
  - a. A staff member's absence from work.
  - b. A student's absence from class under the *Attendance Policy*.
  - c. A student to receive special consideration under the *Special Consideration Policy*.
- 2) Appropriate evidence of poor mental health may include, but is not limited to:
  - a. A medical certificate (NOTE: a pharmacy certificate is insufficient).
  - b. A letter from a counsellor or other mental health practitioner.

### 2.5 MONITORING

- 1) To ensure SITCM's staff and student wellbeing support mechanisms are effective, SITCM offers numerous feedback pathways, including anonymous ones, as outlined in the *Stakeholder Feedback Policy and Procedure*.
- 2) An annual *Student and Staff Wellbeing Report* is presented to the Executive Management Group, who will consider the implementation of each recommendation contained within the report.

## 3 RELATED POLICY AND OTHER DOCUMENTATION

- 1) Higher Education Standards Framework (Threshold Standards) 2021.
- 2) Student Academic Support Policy and Procedure.
- 3) Student Support Policy and Procedure.
- 4) Sexual Assault and Sexual Harassment Policy and Procedure.
- 5) Student Admissions Policy and Procedure.
- 6) Student Manual.
- 7) Staff Recruitment Policy and Procedure.
- 8) Memorandum of Understanding for Counselling.
- 9) Staff Manual.
- 10) Attendance Policy.
- 11) Special Consideration policy.
- 12) Stakeholder Feedback Policy and Procedure.
- 13) Student and Staff Wellbeing Report.