

THE SCHOOL REPORTING SYSTEM POLICY AND PROCEDURES

The following policy and procedures will be in place and effective for The School Reporting System offered through Well-being Safety Assessments, LLC (WSA) as of 1/1/2017). The School Reporting System is an anonymous reporting system allowing students, parents, staff and the community to report situations they believe the school officials should be aware of at the current time. The School Reporting System is known as the School "Helpline" for students, parents, educational staff and community members. These individuals can call, text, message or email the available information to them to WSA for a report to be filed. A WSA crisis worker will respond to these calls, texts, messages and/or emails by gathering the information and documenting through a secure online system provided by WSA, Well-being Safety Assessments crisis worker will respond to emergency reports by gathering all the information available and contacting the local EMS in the school district's area. A report will be placed in the online system and the on call school designee will be notified through a phone call or email (whatever the school chooses to do). Well-being Safety Assessments Crisis worker will respond to non emergency reports by gathering all the information available and contacting the on-call school designee through phone call or email (whatever the school chooses to do). A report will be placed in the online system. School officials utilizing this program must read, understand and follow the below guidelines prior to giving consent to use The School Reporting System.

1. WSA will provide a means with which to call, text, message or email reports for The School Reporting System. This information will be available on their website at www.well-beingsafetyassessments.com. WSA will also provide free flyers/posters to the schools who are utilizing the program as well as make available glossy posters the schools can purchase for minimal pricing.
2. WSA will provide an Emergency/nonemergency contact form to all schools participating in The School Reporting System. This form is found at: <https://www.well-beingsafetyassessments.com/schoolreportingsystem> School Officials must complete and turn in this form prior to any report being taken. This form provides the necessary contact information for the school and local EMS as well as give WSA permission to speak with students, parents, staff and community members prior to and during the reporting process. Schools will need to update the information on the contact list as their personal information changes. On call school staff can rotate or staff and phone numbers change periodically and it will be necessary for this information to be current in order to respond to all reports effectively and efficiently. WSA does not take responsibility for any reports not given to the school due to inaccurate school contact