

1. Purpose

The purpose of this policy is to promote mental health awareness across the Jazz Music Institute (JMI). It outlines the arrangements that are in place to support staff and students who experience emotional distress and mental health difficulties. Drawing on good practice this policy supports JMI's aim to create an inclusive community, which promotes diversity and equality of opportunity for everyone.

2. Scope

This policy applies to all employees and students at JMI.

3. Objectives

JMI aims to:

- Create an inclusive community, which promotes diversity and equality of opportunity for everyone
- Provide all students and staff with a welcoming secure and supportive environment
- Implement strategies that promote equality and that work towards reducing and eventually eliminating discrimination.

The purpose of this policy is to build on JMI's commitment to equality and diversity by providing guidance that will enable members of JMI to play their part in:

- Creating an inclusive environment and culture at JMI that positively promotes the mental health and wellbeing of students and staff.
- Providing the support required for students and staff with mental health difficulties to achieve their full potential through a range of accessible resources and services.
- Ensuring that all employees and students who experience mental health difficulties are treated fairly, sensitively and with respect, and are offered the support that they require.

4. Implementation

Mental health and wellbeing is an issue for all JMI employees and students. It is important to recognise that most of us experience mental health difficulties at some points in our lives and often these are typical reactions to particularly stressful circumstances. It is when these difficulties are severe and enduring that there is a negative impact on our capacity to function well as employees and as students.

To assist JMI students and staff with ensuring good mental health and wellbeing, free access to consultations with registered psychologists is available as per section 4.1 of this policy.

4.1. Counselling services available

Students and staff suffering from mental health difficulties are able to access up to four (4) consultations with Brisbane Counselling Centre per calendar year at no cost.

Brisbane Counselling Centre offer a range of therapy treatments for anxiety and depression, as well as offering assistance in the following areas:

- trauma counselling (e.g. hold-ups and accidents)
- stress management
- performance anxiety
- study skills and techniques
- assertiveness training
- communication/time-management skills

All therapists at Brisbane Counselling Centre are registered psychologists. More information regarding the Brisbane Counselling Centre is available at <https://www.brisbanecounsellingcentre.com.au/>

4.1.1. Accessing counselling

Each student can access four (4) consultations per calendar year at no cost.

To access a consultation with a registered psychologist through Brisbane Counselling Centre, staff and students will need to follow the below procedure:

- a. Contact JMI's CEO to express an interest in accessing the counselling service
- b. Contact Brisbane Counselling Centre directly on 07 3831 4452 or e-mail admin@brisbanecounsellingcentre.com.au (it is preferred if you call rather than e-mail)
- c. Clearly state that you are a student or staff member at JMI when you contact Brisbane Counselling Centre. A suitable appointment time will then be negotiated with the administration staff at Brisbane Counselling Centre
- d. You will receive an SMS 1-2 working days prior to your consultation to confirm

Once you have had your first consultation, you no longer need to contact JMI to express interest in the service, you can just liaise directly with Brisbane Counselling Centre regarding future appointments

Failure to attend an appointment without 24 hours' notice will result in JMI incurring the cost of the consultation and a deduction of 1 made to the 4 consultations available.

4.1.2. Brisbane Counselling Centre location

Brisbane Counselling Centre is located at 7/87 Wickham Terrace, Brisbane QLD 4000.

4.2. Exceeding available consultations

Students and staff are advised that only four (4) consultations will be provided free of charge per calendar year. Any further consultations at Brisbane Counselling Centre will need to be paid for by the student or staff member.

In the event that a student or staff member requires further counselling, it is suggested to consult your GP and consider entering into a Mental Health Plan as per your GP's recommendations.

4.3. Crisis Situations

Mental Health & Wellbeing Policy



If at any time there is concern for a student or employee's safety, JMI's process is to call 000.

5. Related policies and procedures

The following policies and procedures are related to this policy:

- Student Support Services Policy
- Student Grievance Handling Policy
- Admissions Policy
- Code of Conduct Policy
- Leave of Absence and Withdrawal Policy
- Occupational Health and Safety Policy
- Equity, Diversity and Fairness Policy

6. Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Institute's community via the website and other publications.

7. Version Control

Document	Mental Health and Wellbeing Policy	Author	JMI Executive Management
Approver	JMI Executive Management	Approved	3 December 2020
Version No.	1		
Reviewer	JMI Academic Board	Due for Review	December 2021