

Early Intervention Group

Establishment

<i>When:</i>	March 2010
<i>By what authority:</i>	Deputy Vice-Chancellor and Vice-President (Academic)
<i>For what period:</i>	Indefinitely

Role/Terms of Reference

Nature: The Early Intervention Group is established as a central point of contact for advice and support to members of the University community regarding behavioural incidents involving students, and to assess, monitor and manage each such incident to help ensure that a timely and appropriate intervention prevents an escalation of the incident.

Terms of Reference:

1. **Assess** behavioural incidents on a case-by-case basis.
2. **Develop** appropriate responses to Behavioural Incident Reports and Security Services Incident Reports involving students.
3. **Develop** communication strategies to feed back on behavioural incidents to relevant stakeholders, including the relevant Executive Dean(s).
4. **Advise** members of the University community on managing students who exhibit behaviours of concern.
5. **Record** all student behavioural incident reports and related documentation on HPRM & the EIG database
6. **Manage** the access rights to records involving student Behavioural Incident Reports and Security Services Incident Reports involving students.
7. **Liase** with policy owners to ensure that amendments to relevant policies and staff induction procedures that may be affected by the new reporting protocols are implemented.

Deputy Vice-Chancellor and Vice-President (Academic),
through the Manager, Student Affairs.

Quorum: There is no formal requirement for a quorum.

Procedures prescribed/determined itself: *Business procedures:*

1. Determined by Early Intervention Group
2. Amendments to constitution of Group are to be approved by the Manager, Student Affairs.

Meeting agendas:

Prepared by the Secretary in liaison with the Convener and distributed at or prior to the meeting.

Frequency of meetings:

1. EIG Review Meetings will be held twice a year.
2. EIG Incident Response Meetings will be held as required on receipt of each Behavioural Incident Report or Security Services Incident Form

Meetings may be in person or electronic, as determined by the Convener.

List of any sub-committees:

As required.

Membership

Any categories prescribed:

- (a) Manager, Student Affairs, or nominee (Convener)
- (b) Associate Director, Student Life, or nominee
- (c) Associate Director, Legal Services, Legal & Risk, or nominee
- (d) Student Affairs Officer, Student Affairs, or nominee
- (e) Executive Assistant to Executive Director, Division of the DVC(A), or nominee (Secretary)

The Convener will also co-opt members from other areas of the University to provide information and advice, according to the specific circumstances of the incident. These may include:

- Executive Dean, Head of School or Discipline, or Senior Administrator in relevant academic area(s)
- Director, Adelaide Graduate Centre
- Education and Welfare Officers
- Manager, International Student Centre
- Additional staff members of the relevant Faculty, School, Discipline or administrative area
- Health, Safety and Wellbeing
- Pro Vice-Chancellor Research Operations
- Security Services

In cases where the student concerned is also a staff member, his or her supervisor/manager and/or the relevant Human Resources representative will also be co-opted to the Group.

The EIG can also seek professional advice from external experts, such as general practitioners, nurses, mental health care professionals, SAPOL and the Mental Health Triage Service (MHTS). Where a medical condition underpins the behaviour of concern, the Convener will seek clinical input from the treating practitioner if appropriate.

Term of Office

Ex-officio, other than in respect of members appointed to consider a specific incident, whose appointment is limited to the consideration of that incident.

How Convener identified or appointed

The Convener is the Manager, Student Affairs, *ex officio*.

Attendance

- (a) Manager, Student Affairs (Convenor) – Mr Michael Physick
- (b) Associate Director, Student Life – Ms Colleen Lewig
- (c) Associate Director, Legal Services, Legal & Risk – Ms Geraldine Yam
- (d) Student Affairs Officer – Ms Kate Borrett or Mr Robert Simms
- (e) Executive Assistant to Executive Director, Division of the DVC(A) (Secretary) – Ms Rosemary Gibbon

Contact person and phone/email Mr Michael Physick – telephone (08) 8313 3191,
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