

EXPLANATORY STATEMENT**(Health & Safety Representatives/ Wellbeing Champions)**

Project Title: Promoting Teacher Mental Health: A School-based Risk Management and Health Promotion Intervention for Teachers

Project Number: 23907

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Thank you for taking another step towards improving teachers' psychosocial safety and health! This project is an innovative collaboration between the Institute of Positive Education (IPE) at Geelong Grammar School, People Diagnostix and Monash University.

What is this statement about?

This Explanatory Statement contains information about the program evaluation component of the project. **Before you sign the partnership agreement with representatives from IPE, please read this Explanatory Statement in full as this program evaluation component is an essential part of the partnership.** If you have questions or would like further information regarding the evaluation aspect of this project, you are encouraged to contact the researchers via the phone number or email addresses listed above.

What does your participation involve?

Participating schools will be randomly allocated to receive the FlourishDx program in one of the following intakes: (1) Terms 1-2 2021, or (2) Terms 3-4 2021, or (3) Terms 1-2 2022. The full FlourishDx program includes free consulting from IPE consultants to school leaders, health and safety representatives and wellbeing champions, and free access to digital tools such as the eLearning on mental health awareness for teachers and eLearning on psychological health and safety for school leaders. If you agree to participate, you will be asked to:

- (1) Attend a 3-hour workshop on psychosocial risk management and access the included digital tools, and
- (2) With your school leaders, review data and improvement suggestions arising from the Work Design survey completed by school staff and develop a mental wellbeing action plan to address key concerns, and
- (3) Assist your school leaders in preparing a case study (template available) required by the project funder WorkSafe Victoria, and
- (4) Complete a 20-minute Workplace Wellness Insights Tool (up to 2 times) organised by the WorkWell team from WorkSafe Victoria.

We expect that components (2) and (3) will take 5-6 hours over 6 months although time spent on preparing and implementing strategies may vary from school to school over the project term.

Finally, you will be invited to participate in an *optional*, one-off individual interview or focus group (format of your choice) led by Monash University researchers towards the end of the project as part of our program evaluation efforts. If you agree to take part in an individual interview, we estimate that it will take 30-40 minutes. If you decide to participate in a focus group, you will be invited to join a group with other health and safety representatives or senior management staff (up to 8). It is expected that the session may take 60-120 minutes, depending on the size of the group. A separate explanatory statement for participation in an interview or a focus group is available for your consideration (refer to document on the [project website](#)). Your school's teachers may also participate in separate interviews or focus groups. Should they decide to participate, we seek your school's support in allowing time for them to take part in this important component of the project.

Source of funding

This project is funded by WorkSafe Victoria.

Consenting to and withdrawing from program evaluation

Participation in this project is voluntary. However, if you decide to participate in this project, you are telling us that you are also willing to engage in the evaluation components described above.

If you change your mind about your school's participation, you are free to withdraw from the project at any time by contacting your associates from IPE or the researchers from Monash University named on this statement. If your school opt out of the project, your school's access to the FlourishDx license and associated support from IPE will cease upon confirmation. You may also request that the data collected from your school be withdrawn, prior to the final report being prepared in January 2022. After 31 December 2021, you will not be able to withdraw your data.

Possible benefits and risks to participants

By providing school leaders, health and safety representatives and teachers the tools to address workplace risks and improve teacher wellbeing proactively, this project has the potential to better support and guide educators and health and safety representatives in addressing psychological health and safety in schools. It is envisaged that participating schools will benefit from reduced teacher absenteeism and psychological injuries, and improved staff mental wellbeing and work engagement.

Although unlikely, it is possible that you or some staff may become upset while completing the online surveys or participating in the interview or focus group. If this happens, please let the researchers know, and the affected staff members are welcome to withdraw from the project at any time. Helplines to the employee assistance program, professional associations and crisis support services will also be made available to participants who wish to seek further support.

If you experience distress, please seek support from a family member or friend, or contact one of the helplines below:

- Lifeline: 13 11 14 (24 hours a day, 7 days a week)
- MensLine Australia on 1300 789 978 (24 hours a day, 7 days a week)
- Suicide Call Back Service on 1300 659 467 (24 hours a day, 7 days a week)
- Beyond Blue on 1300 22 46 36 (24 hours a day, 7 days a week)
- Australian Education Union Victoria (AEU): 1800 238 842
- Employee Assistance Program (details of your school's provider are available on the FlourishDx app)

Confidentiality

All information that is collected in this project will be treated confidentially. As we are only interested in consensus views of school personnel, your personal responses will not be disclosed to others, including any association or union that you are affiliated with. Results will be made available at the group/school level; you are assured that neither you, nor any school personnel will be identified in any report of the results of the project.

If you chose to take part in a focus group, please be advised that although we will take every precaution to maintain confidentiality of individual responses, the nature of focus groups prevents us from guaranteeing confidentiality. Prior to participating in the focus group, we would ask you to indicate in a separate consent form, your agreement with a statement of non-disclosure of the discussion by all participants and researchers during the focus group session.

Storage of data

Survey data that we collect from your school will be stored in a secure server hosted by People Diagnostix in compliance with ISO 27001 Information Security Standard, except for those surveys required by WorkSafe Victoria. In addition, survey data used for analysis in this project will be stored electronically on password-protected hard drives at Monash University. Interview and focus group data collected will be handled and stored in the same way by the named researchers at Monash University. Access to the data and notes is limited to the named Monash researchers and supporting staff from IPE and People Diagnostix. Data shared with Monash researchers will be disposed of according to the University's regulations 15 years after the last publication or report arising from the project. Click [here](#) for details on how data is handled by People Diagnostix in accordance with the Australian Privacy Act (Cth) 1988.

Results

The research findings may be presented at conferences and published in peer-reviewed journals and reports for organisations. A copy of the results can be made available to participants upon request by contacting the Evaluation Manager at wan.sim@monash.edu.

Complaints

Should you have any concerns or complaints about the conduct of the project, you are welcome to contact the Executive Officer, Monash University Human Research Ethics (MUHREC):

Room 111, Chancellery Building D,
26 Sports Walk, Clayton Campus
Research Office
Monash University VIC 3800

Tel: +61 3 9905 2052 Email: muhrec@monash.edu Fax: +61 3 99053831

Thank you,

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