Parent Notification1: No Risk (Sample Guidelines)

Parents or guardians should be contacted as soon as possible after a student has been referred for a suicide screener. The person who contacts the family is typically the principal, school psychologist, social worker, or a staff member with a special relationship with the student or family. Staff need to be sensitive toward the family’s culture, including attitudes towards suicide, mental health, privacy, and help-seeking.

* Notify parents via a phone call to explain why a suicide screener was completed and the results of the screener.
* Discuss if parents have any concerns and determine if an intervention and/or safety plan is needed to address any risk factors.
* Discuss available options for individual and/or family therapy, if appropriate.
  + Provide the parents with the contact information of mental health service providers in the community.
* Follow up with an email to the parent documenting what was discussed. Confirm they were notified that a screener was completed and provide any referrals to community mental health providers. Include a copy of the intervention/safety plan if one was developed.
* Be sure to print out a copy of the email. Maintain a copy for your records and provide a copy to the leader of building response team.
* If the parents refuse to seek services for a child under the age of 18 who you believe is in danger of self-harm, you should notify DCFS that the child is being neglected.
* Document all contacts with the parents.