Responding to Distressed Students: A Guide for Staff 2017
Responding to students in distress

In your professional role within the University it is likely that, at some time, you will be faced with a student who is distressed or vulnerable. Understandably, this can be very daunting, and even disturbing at times. There are many causes of distress for students and many ways in which they express it, exactly the same as for anyone else.

Responding to a distressed student can be seen as a series of stages:

1. Listening to the student – giving the student the opportunity to talk and gaining the information you need. Having a sympathetic listener can reassure the student that encountering difficulties is a normal part of student life and may be all that is required.

Further information on all these stages can be found on the following pages.

STAGE 1: Listen

If the student is agitated, angry or upset

- Try to appear calm and in control of the situation, even if you don’t feel that way.
- Allow the student space to talk about what is distressing them. If there is only limited time available, offer more time later.
- Discuss with the student where they can access support in the future.
- If the student is creating a disturbance or if you are concerned about your personal safety, contact Security on 0191 208 6817.

Listening in the right time and space

- If the student appears to be agitated or upset, could a brief meeting be offered immediately?
- If you have an urgent deadline or an imminent appointment, say so and offer a specific time later. Alternatively, could the student be directed to someone who can offer time immediately?
- Make clear how much time is available.
- Try to ensure that the time offered is free from interruptions and is in a private space.
- Maintain a professional relationship eg do not give a student your private mobile phone number, avoid sharing personal details about yourself, maintain appropriate boundaries.
STAGE 2: Assess the situation

During your initial conversation with the student it is important to form an impression of how serious the situation is, as this will determine the action that you take.

Having someone listen and take them seriously may be sufficient to defuse the situation and/or for the student to work out a course of action.

On most occasions, although the situation may be very distressing for the student at the time, it will not be an urgent matter. The following questions will help you to assess whether the situation is more serious.

Questions to ask yourself

- Is the student or other people at risk of harm?
- Are the risks immediate?
- Is specialist help required?
- Is there a need to act quickly?
- Is there a need to inform or consult with someone else?

A prompt response is required if:

- a student may be at risk of hurting themselves or someone else
- their behaviour appears to be significantly out of character

Discuss your concerns with your manager or with a member of Student Wellbeing Services by calling the consultancy line on 0191 208 3333.

See page 9 for further details.

If you think there is an immediate risk, call the emergency services either directly on 999 or through Security on their emergency number 0191 208 6666.

The Security team is available 24 hours a day and should always be notified if the emergency services are called. Please see the emergency situations flowchart on page 11 of this guide.

Listening with skill

- Use open questions.
- Occasionally allow silences to last slightly longer than is comfortable. People need time and courage to find the right words.
- Check with the student that you have understood them correctly.
- Reflect their words back to them to give them a chance to clarify or expand on something.
- Consider their body language and any recent behaviour changes you might have noticed.
- Do not be drawn into physical contact with the student.

Making notes

- If you are going to make notes, explain to the student why you are doing this, even if it’s just to serve your own memory.
- You should make notes:
  - if you think you will see the student again, so that you can remember what they have told you and/or track their progress
  - if you think the student is at risk and you will need to (a) consult someone else about how to support them and (b) have evidence of what they told you and how you responded
- All notes should be kept securely; these may be requested under Freedom of Information, so be objective.
STAGE 3: Take action

Confidentiality
Confidentiality needs to be respected at all times and sensitive information shared only with the explicit informed consent of the student.

Confidentiality can be broken:
- when a student is alerting you to a clear and present danger to self or a third party ie suicide, radicalisation, domestic abuse, child abuse
- if there is an issue around child protection
- disclosure of information relating to an act of terrorism or terrorist related activity

If you are unsure about the best course of action, seek advice from your manager in the first instance. A case can be discussed hypothetically without revealing names. If you are seriously concerned about a student’s welfare, you or they should contact the appropriate emergency services, see page 11 of this guide.

What can you do?
There may be practical things that you can do within your role which may help the student. For example:
- helping with academic adjustments
- arranging follow-up contact with the student
- helping to resolve conflict with other students

Offer information
Signposting - sharing information with the student about resources and services which you think might help them, and encouraging them to access these. The Student Wellbeing website has links to a wide variety of resources and other online information and support, as well as emergency and out of hours contacts www.ncl.ac.uk/students/wellbeing

A student should be directed elsewhere for support when:
- the problem needs specialist help
- the problem is complex or serious
- the situation needs more time than you can offer
- the student appears to be at risk to themselves or others
- the student is requesting support from a particular service

For example, if a student is a victim of a sexual crime and wants to report it to the police, they should ring 999 in an emergency, or 101 in a non-emergency. Encourage the student to seek support from REACH, the local Sexual Assault Referral Centre; REACH staff offer support whether or not the student wishes to report the assault to the police and can be contacted on 0191 221 9222. They can also receive support from Rape Crisis Tyneside and Northumberland on 0191 222 0272. Newcastle University has a zero tolerance to sexual crime, as such, anyone wishing to report a sexual crime to the University should contact Student Wellbeing Services on 0191 208 3333.

Where a student is disturbing others or there are concerns about the student's physical or mental wellbeing but there does not appear to be an immediate risk, try to calm the student down by encouraging them to talk about what is distressing them, and then suggest where further help is available.

Making an appointment with Student Wellbeing Services
Students can request an assessment appointment by phone, by email or by calling in to King’s Gate, Level 2 Helpdesk. During the assessment appointment, the range of possible support will be discussed with the student, depending on their particular needs. This could include signposting to other specialist services, within the University and externally.

So that students are seen as quickly as possible, encourage them to take the first assessment appointment they are offered, even if this means missing a lecture or a seminar.
STAGE 4: Follow up

This stage gives the student an opportunity to let you know of their progress and any additional support they might need. It also gives you an opportunity to check they are still on track, accessing support and taking any action that you agreed would be helpful.

Following up:

● should ideally be agreed in advance with the student so they know when and how you will follow up with them
● enables you to go home with a clear mind and you are both aware of your role in this situation
● relieves the pressure to have covered everything in the initial meeting. The time in between the initial interaction and the follow up gives you an opportunity to think a bit more about what might be useful and prepare for the student meeting
● can be done by phone, email or face-to-face. Use your judgment to decide what you think will be most appropriate

Student Wellbeing Service (SWS) - consultancy

If you are a member of Newcastle University staff and you have a high concern about the mental health of a student, and feel they may be at risk of harming themselves or someone else, you can contact Student Wellbeing Services for advice.

While Student Wellbeing Services cannot contact a student following queries from third parties, (unless the SWS practitioner considers the situation to be high risk), they would advise you to encourage the student themselves to contact the service in order to make an assessment appointment. From here they can ascertain what help and potential treatment the student may need.

You can access the consultancy service 09.00 – 17.00 on weekdays by calling 0191 208 3333.

Emergencies and out of hours

Please see the emergency situations flowchart on page 11 of this guide.

Student Wellbeing Services is not an emergency service. If you are seriously concerned about a student’s welfare, you or they should contact the appropriate emergency services. This can be done via University security during working hours. You could also ring the SWS consultancy line for advice about whether emergency services are required.

Shall we agree to speak on the phone after you have talked to the manager in your halls? I’ll call you at lunchtime on Monday to see how it’s going.

I’ll email you in a week to see if things have improved.

It sounds like you are OK for now, let’s check in after your appointment with Student Wellbeing and see how things are going.

Please come back to me if anything changes and you want to talk about it some more. My office hours are...

Would you like us to put another time in the diary to talk about this some more?

Thanks for letting me know, I’ll have a think and let’s meet again tomorrow at 3, when I’m not so rushed.
**Key points**

- Sometimes, listening will be enough.
- Be clear about what is realistic for you to deal with yourself. Decisions about what support to offer will depend on your role, whether you have relevant expertise and the time available to you.
- Be clear about the limits of confidentiality and information sharing e.g. do not disclose personal information about the student to parents or third parties.
- Situations requiring immediate action are rare. If you are in doubt about how to respond to a student, it is nearly always possible to give yourself time by saying that you need to think over what is the best way to help and arranging to see them again.
- Consult with others or contact Student Wellbeing if you think the student’s problems may be serious or if you are uncertain what action to take.
- Ensure that you have information about other services on campus that you can pass on to students.
- Keep a note of Security contact details to hand.
- Agree with the student what, if anything, needs to happen next.
- Keep a record of your meeting/interaction and notify your line manager or the Student Wellbeing Service if necessary.

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**Emergency situations out of hours**

- Get them an ambulance by calling 999.
- Call the police on 999.
- Telephone/email Student Wellbeing:
  - Head of Service 0191 208 5870
  - Team Leader 0191 208 3751
- Include student details and incident information so that Student Wellbeing staff can follow up.
- Consult with others or contact Student Wellbeing if you think the student’s problems may be serious or if you are uncertain what action to take.
- Ensure that you have information about other services on campus that you can pass on to students.
- Keep a note of Security contact details to hand.
- Agree with the student what, if anything, needs to happen next.
- Keep a record of your meeting/interaction and notify your line manager or the Student Wellbeing Service if necessary.

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**If it is not clear from the above what action should be taken ring Security on 0191 208 6817.**

- **Is the student saying they are going to harm themselves or someone else?**
  - Yes: Call the police on 999.
  - No: Advise them to call out of hours help.
- **Is the student in a highly confused mental state or agitated?**
  - Yes: Arrange a follow up contact first thing next working day.
  - No: Do they want to talk to someone?
    - Yes: Advise them to call out of hours help.
    - No: Do they agree they need hospital?
      - Yes: Call the police on 999.
      - No: Arrange a follow up contact first thing next working day.
- **If emergency services are called, please notify Security.**

**Nightline:** available every night during term time 20.00 – 08.00 on 0191 261 2905

**Samaritans:** available 24 hours a day, 7 days a week on freephone 116 123

**HOPELineUK:** available Mon – Fri 10.00 – 22.00, weekends 14.00 – 22.00 and bank holidays 14.00 – 17.00 on 0800 068 4141

**SANEline:** available every evening 18.00 – 23.00 on 0300 304 7000
Useful contact details:

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<tr>
<th>Service</th>
<th>Tel:</th>
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<tbody>
<tr>
<td>Student Wellbeing consultancy line</td>
<td>0191 208 3333</td>
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<td></td>
<td><a href="http://www.ncl.ac.uk/students/wellbeing">www.ncl.ac.uk/students/wellbeing</a></td>
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<tr>
<td>Student Wellbeing Team Leader</td>
<td>0191 208 3751</td>
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<tr>
<td>Student Wellbeing Head of Service</td>
<td>0191 208 5870</td>
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<tr>
<td>Student Advice Centre, Students’ Union</td>
<td>0191 239 3979</td>
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<tr>
<td>Chaplaincy</td>
<td>0191 208 6341</td>
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<tr>
<td>Newcastle University Security</td>
<td>0191 208 6817</td>
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<tr>
<td>(available 24 hours a day, 7 days a week)</td>
<td>0191 208 6666 (emergency number)</td>
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<tr>
<td>Nightline</td>
<td>0191 261 2905</td>
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<td>(available every night during term time</td>
<td>20.00 – 08.00)</td>
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<tr>
<td>Emergency services</td>
<td>999</td>
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<td>(24 hour emergency calls)</td>
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<td>Northumbria Police</td>
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<td>(24 hour non-emergency calls)</td>
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<tr>
<td>NUSU emergency taxi service for students</td>
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<td></td>
<td>and quote reference <a href="http://www.ncl.ac.uk">NEW02</a></td>
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All of the above are available during office hours.

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