Steps to Develop Primary Welfare Officer Action Strategy: Template Example 1

1. **Student Wellbeing Needs Analysis**
   Conduct analysis of student wellbeing needs by:
   - **Examining School Strategic Plan** and any other relevant documents (such as wellbeing policies) for identified school wellbeing priorities;
   - **Consulting** with Principal, staff, students, parents, relevant community welfare agencies and other schools to identify gaps in and/or possibilities for school wellbeing provision;
   - **SWOT analysis** (strengths, weaknesses, opportunities and threats) of current wellbeing structures/programs as part of a staff meeting; one-to-one discussions; regional Primary Welfare Officer discussions; and/or consulting School Council; and
   - **Prioritising** student wellbeing areas of need for the year.

2. **Implementation Strategies: Curriculum, Prevention/Early Intervention; Policy, Parents Community:**
   - What are the specific programs, activities and/or policies that will be addressed during the year?
   - Ensure that implementation strategies are achievable, realistic and measurable.

3. **Publicise and implement**

4. **Successful Targets (completed towards end of year)**
   - At the end of the year, what has been achieved?

5. **Forward Planning (completed towards end of year)**
   - What has not been achieved?
   - What are possible focus areas for the following year?

6. **Review draft Primary Welfare Officer School Action Strategy**
   **Ask the following questions:**
   - How can we improve the provision of school welfare/wellbeing?
   - Are the areas of need the same/changed?
   - Are the implementation strategies achievable, realistic and measurable?
   - Are there adequate resources? Additional resources needed?