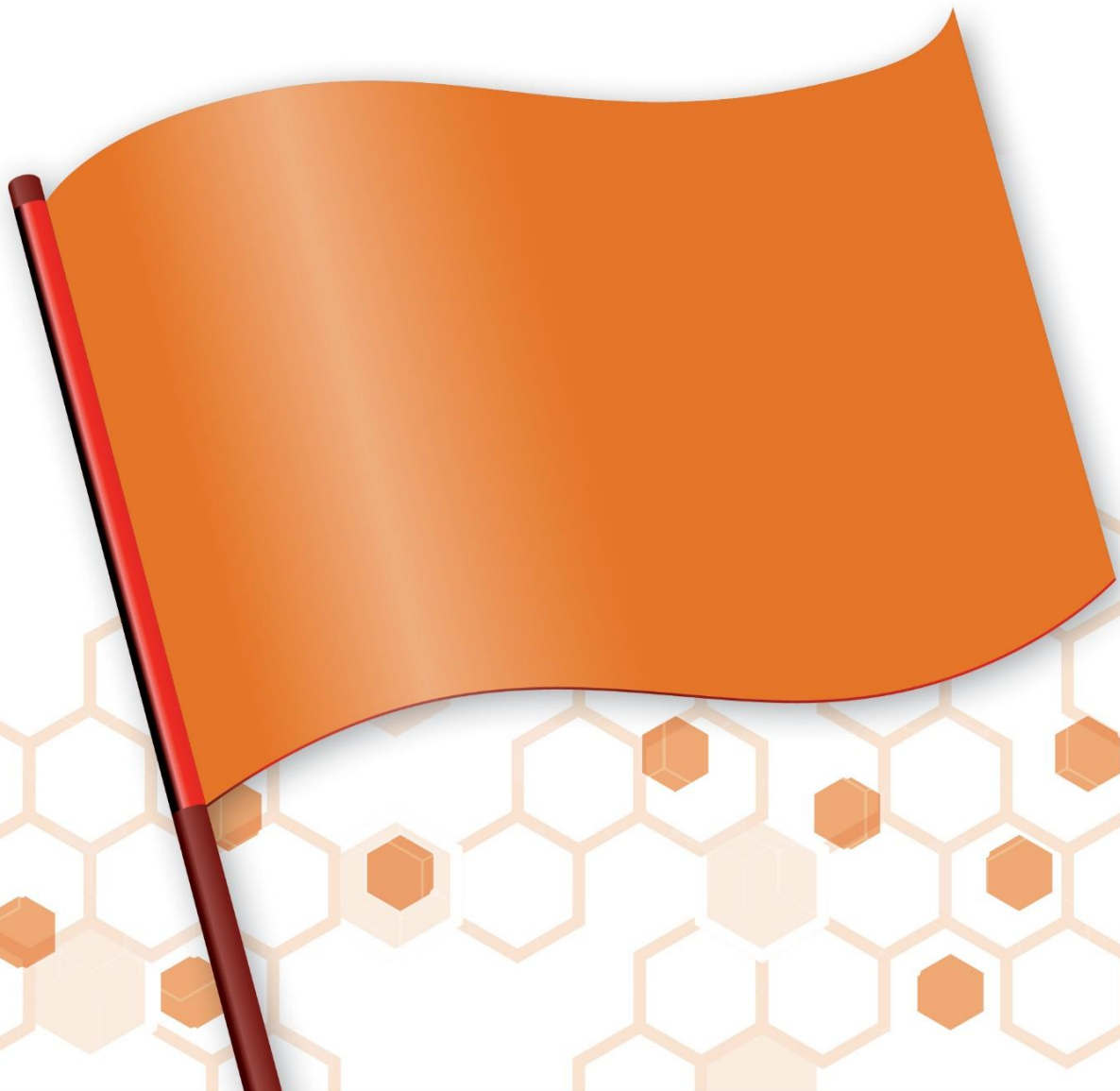




THE AMBER FLAG INITIATIVE

**PROMOTING POSITIVE MENTAL HEALTH
IN SCHOOLS, CLUBS, AND ORGANISATIONS.**





THE AMBER FLAG INITIATIVE



PROMOTING POSITIVE MENTAL HEALTH IN SCHOOLS, CLUBS, AND ORGANISATIONS.

Dear Amber Flag Team

The Pieta House Amber Flag initiative recognises the individual efforts of schools, companies and groups to create healthy, inclusive environments that support mental well-being, and unites these groups in their efforts, working together toward a happier, healthier Ireland and eradicate the stigmas associated with mental health issues.

Inside this booklet you will find the step by step process to proceed with your amber flag application.

If you have any queries regarding anything outlined in this booklet please do not hesitate to contact the Pieta House Training and Education Team at amberflag@pieta.ie or on (01) 4585490.

We look forward to working with you on the promotion of positive mental health within your school.



THE AMBER FLAG INITIATIVE



PROMOTING POSITIVE MENTAL HEALTH IN SCHOOLS, CLUBS, AND ORGANISATIONS.

Step 1: Register Your School for the Amber Flag Initiative

When you have read through the full document, please sign the very last page and return that page only to amberflag@pieta.ie. This registers your school as beginning the Amber Flag initiative. The remaining booklet should be submitted by the 1st of April 2019.



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Step 2: The School must establish an Amber Flag Project Team

The school must establish an Amber Flag project team. The names of the team members shall be recorded on page 5.

The Amber Flag Team should consist of:

The co-ordinator: must be a staff member of the school.

The Team: This team should comprise a cross section of the school community but the majority must be students. For example, a student representative for each year group. Professionals such as Guidance Counsellors and SPHE teachers have an invaluable role to play, and should be consulted prior to the formation of the committee, where possible.

It is up to each school to decide how the team shall operate. Records of meetings should be kept as evidence of the work of the team.

The terms of reference of the team should be to *promote Positive Mental Health* in the school and should take cognisance of roles already in existence in the school.



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Details of the Amber Flag team

Schools Name: _____

Address: _____

Co-ordinator's Name: _____

Co-Ordinator's Email: _____

Team member 1: _____

Team member 2: _____

Team member 3: _____

Team member 4: _____

Team member 5: _____

Team member 6: _____

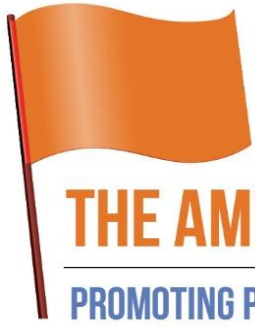
Team member 7: _____

Team member 8: _____

Team member 9: _____

Team member 10: _____

*Please note there is no maximum number of team members, this sheet can be duplicated if the school has a bigger team.



THE AMBER FLAG INITIATIVE



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Step 3. Audit of Past and Current School Activities in the promotion of positive mental health.

- ▶ The **AMBER FLAG** initiative aims to encourage Schools to promote and actively bring about a culture change in the promotion of positive mental health within the educational system and other organisations.
- ▶ It is to enhance the already good work that is going on where mental health is concerned by offering an award.
- ▶ What the Amber Flag will do is acknowledge these efforts and unite all schools in the promotion of **Positive Mental Health**.

This section is to allow the Amber Flag Team to look at:

- (1) What our school is already doing to promote positive mental health
- (2) Where could the school improve their promotion of positive mental health

Once constituted, the team shall prepare an audit of the activities and services in the school that promote an ethos of Positive Mental Health. Please see audit sheet on next page.



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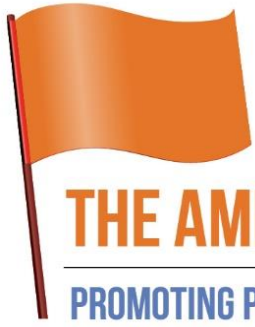
PROMOTING POSITIVE MENTAL HEALTH IN SCHOOLS, CLUBS, AND ORGANISATIONS.
Audit of the activities and services in existence in the school that promote an ethos of Positive Mental Health

Activity/service

How does this support Positive Mental Health

e.g., Mindful Monday's

Encourages students to take some time to focus on the present.



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PROMOTING POSITIVE MENTAL HEALTH IN SCHOOLS, CLUBS, AND ORGANISATIONS.

Step 4. Goals & Objectives

Once the Amber Flag Team have audited/reviewed the current activities and services in existence in the school that promote an ethos of Positive Mental Health, it is time for setting this year's goals and objectives.

The team should identify a minimum of 3 main goals/tasks to enhance the existing educational provision and support structures in the area of mental health promotion in the school. These should be achievable in the duration of one school year.

Amber Flag Initiative Requirements:

1. **Mental Health Awareness Day:** One goal/objective must be a mental health awareness day in the school.
2. **Fundraising Event:** One goal/objective must be a fundraising event for Pieta House. The type of event is entirely up to the school, and is solely to support the mental health services we provide at Pieta House.

The best ideas often emerge from the team itself but the following are some popular goals/tasks utilised by schools in previous years:

- Establish an Amber Flag Notice Board
- Publish a newsletter or add a piece into an existing newsletter to promote Amber Flag activities
- A Buddy Bench in the school yard
- Design a poster competition or an art project focusing on the Amber Flag/Mental health
- Wellbeing Week in the school (see our upcoming "feel good Week" information attached)
- School Danceathon / football tournament
- Yoga/ Mindfulness activities in the school
- The Pieta House Resilience Academy



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PROMOTING POSITIVE MENTAL HEALTH IN SCHOOLS, CLUBS, AND ORGANISATIONS.

List of 3 Goals/tasks for Amber Flag

School Name: _____

School Academic Year: _____

Amber Flag Goal 1:

Date Achieved:

Amber Flag Goal 2:

Date Achieved:

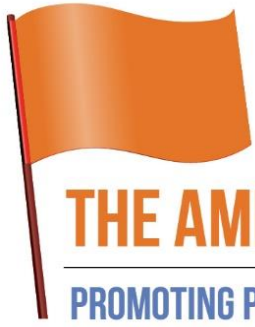
Amber Flag Goal 3:

Date Achieved:

Amber Flag Goal 4:

Date Achieved:

- Please note that one Activity can achieve two goals. For example: A mental Health Awareness day may also incorporate fundraising.
- When submitting final application, supporting documentation should be provided. For example, photographs of Art Projects, leaflets for Awareness event.



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PROMOTING POSITIVE MENTAL HEALTH IN SCHOOLS, CLUBS, AND ORGANISATIONS.

Step 5: Submit Amber Flag Documentation.

This full completed documents, and any evidence pertaining to the above events, must be completed and Submitted to Amberflag@pieta.ie by the 1st of April 2019 in order to be reviewed by the Education and Training Team.

Once the Education and Training Team are satisfied that you have completed the tasks, you will be awarded the Amber Flag Status.

The Flag will be presented at an awards ceremony in May (Date to be confirmed).

The flag must be flown outside the school building in a conspicuous place, where it will convey the caring ethos of your school and the importance it places on Mental Health.



THE AMBER FLAG INITIATIVE

Pieta  House

PROMOTING POSITIVE MENTAL HEALTH IN SCHOOLS, CLUBS, AND ORGANISATIONS.

Step 5. Retaining Amber Flag Status/Consecutive Applications

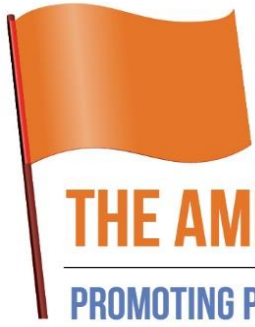
Whilst achieving an Amber Flag is a great achievement, the continuation and maintenance of Positive Mental Health Initiatives in schools is equally important.

As outline in previous pages, the process for retention is similar with just minor differences.

As in previous years the school must:

- Elect a new team at the beginning of each school year. Some existing team members can stay on the team, however, it is important to try to get a good cross section of students in each year.
- You will need to submit a new application for each consecutive year.
- Goals/Targets must be set with new application. **HOWEVER** only two new goals/targets need to be set and achieved in each new application.
- Once you have achieved the targets you have set out, please return your application to us by the 1st of April 2019.
- Once reviewed, you will be awarded an Amber Flag Certificate for each year that you achieve your goals. This certificate should be displayed in a prominent place within the school to show this excellent achievement.

Please fill in page 15 of this booklet titled **Application form for Amber Flag (Renewal)** and return to amberflag@pieta.ie to register your schools application renewal for the 2018/2019 Academic Year.



THE AMBER FLAG INITIATIVE

Pieta  House

PROMOTING POSITIVE MENTAL HEALTH IN SCHOOLS, CLUBS, AND ORGANISATIONS.

Guidelines for your Fundraising Event

As part of the Amber Flag remit you are required to carry out a fundraiser to benefit Pieta House.

Remember fundraising is two- fold, it raises vital funds, but just as importantly, it raises awareness.

It is also a great away to get the whole school involved.

Below are some guidelines that under good governance and transparency must be adhered to:

- ▶ The event should not, by association, have the potential to adversely affect the image of Pieta House or conflict with our mission and values.
- ▶ Text describing the work of Pieta House must be approved by Pieta House prior to use.
- ▶ All funds raised by your fundraiser should be passed on to Pieta House at the earliest opportunity – within 8 weeks of the event. This is for security and insurance reasons as well as for transparency. A receipt will be issued for all funds received.
- ▶ Street collections require a Garda Permit. Pieta House must be advised of the intention to apply for a permit prior to application. Sealed buckets are required for collections and a copy of the permit must be issued to all collectors.
- ▶ Door to door collections are not allowed.
- ▶ New web pages or face book pages using the Pieta Logo or name cannot be created. Please advise if you need a copy of our logo.
- ▶ Your event can be added to the Events Page on the Pieta House Web site by a member of the Fundraising Department.
- ▶ Pieta House commits the organisation to the highest standards of good practice and to ensuring that all their fundraising activities are respectful, honest, open and legal. Fundraisers must at all times conduct themselves with integrity, honesty and trustworthiness. They should at all times act openly and in such a manner that donors are not misled.
- ▶ Not represent conflicting or competing interests without the consent of Pieta House. The general public must, at all times be treated with the utmost respect. Pieta House will support your event by supplying Posters, flyers, leaflets, T shirts, collection buckets with secure lids and a letter of authority to fundraise on behalf of Pieta House.
- ▶ Pieta House will support your event by supplying Posters, flyers, leaflets, T shirts, collection buckets with secure lids and a letter of authority to fundraise on behalf of Pieta House

Please email amberflag@pieta.ie for more information on how to register your fundraising event.



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Important Information

Pieta House shall not be held accountable or take any responsibility for the qualifications, content or themes delivered by external individuals or outside agencies in relation to promoting positive mental health through Seminars/Talks/Awareness Events under the remit of the Amber Flag Project. It is entirely the remit of each school to check the qualifications and appropriateness of each/any individual/group/ agency invited to speak to participants. It is entirely the remit of the school/group to check the qualifications and appropriateness of any individual/group/ agency invited to the school to deliver any workshops/training.

It is up to the school to ensure any images that contain students, have received parental consent prior to sharing with Pieta House. In addition, any students who attend the Amber Flag event are the responsibility of the school, and must be supervised at all times by a school staff member.



THE AMBER FLAG INITIATIVE



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Amber Flag Award Day

If you have met all the requirements, your application will be granted Amber Flag status.

The Amber Flag Team will be invited to a 'Flag Day Event' organised by Pieta House, where your school will be awarded the Amber Flag. If you cannot attend in person, we can send your flag by post.

This event will be held in May each year. Full details will be emailed to you once your application has been received and considered.



THE AMBER FLAG INITIATIVE



PROMOTING POSITIVE MENTAL HEALTH IN SCHOOLS, CLUBS, AND ORGANISATIONS.

Application form for Amber Flag (Renewal)

School name: _____

Address: _____

e-mail: _____

School contact no.: _____

Co-ordinator's name: _____

Co-ordinator's contact no.: _____

We commit to retaining our Amber Flag Status this year.

We confirm that the school named above has an Amber Flag team and we will identify a minimum of 2 goals/tasks, that will continue to promote Mental Health Awareness within our school.

It is our intention to display our certificate of achievement in a prominent place within our school.

We also commit to Flying our Amber Flag proudly in a prominent place outside our school to promote awareness that Mental Health is a priority in our school.

Signed (Project co-ordinator): _____

Position in school: _____



THE AMBER FLAG INITIATIVE



PROMOTING POSITIVE MENTAL HEALTH IN SCHOOLS, CLUBS, AND ORGANISATIONS.

Application form for Amber flag (First Application)

School name: _____

Address: _____

E-mail: _____

School contact no.: _____

Co-ordinator's name: _____

Co-ordinator's contact no.: _____

I confirm that the school named above has an Amber Flag team and will identify a minimum of 3 goals/tasks, one of which is a Mental Health Awareness day, to be completed in the current school year.

We also commit to Flying our Amber Flag proudly in a prominent place outside our school to promote awareness that Mental Health is a priority in our school.

Signed (Project co-ordinator): _____

Position in school: _____