**Wellbeing Check Service Request**

Wellbeing Checks are a check-in service that monitors your employee’s and member’s wellbeing after a potentially distressing incident. The purpose of these checks are to monitor any wellbeing changes and to identify whether early intervention support would be beneficial to your employees. The intention is to make sure your people feel well supported. **To find out how the process works please see the back of the form.**

**Organisation Name**: Click or tap here to enter text.

**Authorised Manager Name**: Click or tap here to enter text.

**Contact Details**: Click or tap here to enter text.

**Incident Details:**

|  |  |
| --- | --- |
| **Date**: Click or tap here to enter text. | **Location**: Click or tap here to enter text. |
| **Description**: Click or tap here to enter text. | |

**Contact details for employees/members identified as requiring Wellbeing Checks:**

|  |  |  |
| --- | --- | --- |
| NAME | CONTACT NUMBER | EMAIL |
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Please fill in and email this form to [wellbeing@scgnz.org](mailto:wellbeing@scgnz.org) and [admininstep@scgnz.org](mailto:admininstep@scgnz.org) as soon as possible post-incident.

**Tab along on the bottom row to add more names and contact details.**

**Post incident**



**IDENTIFY**

Identify the group you are concerned about



**SEND**

Send through our Wellbeing Check request form with the incident particulars, the group and their contact details



**SCREEN**

Our Wellbeing Check Specialist team will contact the individuals and go through the WHO-5 questionnaire to assess   
their mental safety.

This will take place within   
24 – 48 hours of Instep receiving the Wellbeing Check request form



**MONITOR**

A second call will be scheduled for 14 days later



**REFER**

If it is apparent that the employee requires further support, they will be referred to their GP, EAP or other relevant programmes