

School SafeUT Model Policy

Introduction

The following is an example of a SafeUT policy that schools can use to model their own policies when implementing procedures for choosing SafeUT Designated Contacts and completing the SafeUT Contact Priority List. This model also contains liability protections of those selected as SafeUT Designated Contacts.

year's SafeUT Annual Report, found [here](#).

[Name of School] SafeUT Policy

I. Purpose and Philosophy

The SafeUT application operates twenty-four hours a day, seven days a week and serves students, educators, and parents/guardians of Utah schools. It allows individuals in crisis to connect instantly with a masters-level mental health counselor through chat or a phone call. A user can also submit a confidential tip through the SafeUT application if they are concerned about another individual or a possible threat to their school. The goal of SafeUT is to provide school personnel with time-sensitive information to keep schools and their communities safe. The SafeUT program is funded by the Utah State Legislature, and the services are provided by the Huntsman Mental Health Institute (HMHI) at the University of Utah.

When a school chooses to enroll in SafeUT, they are required to provide contact information for at least three school personnel, known as SafeUT Designated Contacts. These individuals receive all tips submitted to their school through SafeUT. A SafeUT mental health counselor may also call a SafeUT Designated Contact if a school's student is at imminent risk of inflicting harm to self or others upon the completion of a clinical assessment. These phone calls may be made either during or after school hours. When a school has enrolled in SafeUT, the name of the school becomes visible in the "Select Your School" list that users see upon initial download of the application and when selecting a school to report a confidential tip.

II. Definitions

- A. *SafeUT* means the crisis line established in Section [53B-17-1202](#).
- B. *SafeUT Mental Health Counselor*, referred to herein as "SafeUT Counselor," means masters-level mental health counselor employed by HMHI at the University of Utah who receives all SafeUT chats and tips.
- C. *SafeUT Designated Contact*, referred to herein as "Designated Contact," means school personnel chosen by the school to be listed in the school's SafeUT profile.

1. This individual will be forwarded all tips submitted to the school and will follow school-outlined response protocols.
 2. They may also be contacted by a SafeUT Counselor if it is determined that a student is at imminent risk of harm to self or others upon completion of a clinical assessment.
 3. Designated Contacts are granted access to the SafeUT Admin Portal where they are expected to complete a module of training videos.
- D. *Priority Contact List* refers to the prioritized list of Designated Contacts in [Name of School]'s SafeUT profile.
1. SafeUT Counselors will use this list to reach Designated Contacts if a student is at imminent risk.
 2. At least one Designated Contact on the Priority Contact List must always be reachable by SafeUT Counselors.
- E. *SafeUT Admin Portal*, referred to herein as "Portal," is the portal Designated Contacts use to view tips, training videos, and possibly edit users and create blackout dates.
1. [The Portal can be accessed via this link.](#)
- F. *UCA* means Utah Code Annotated.
- G. *USC* means United States Code.

III. Procedures

- A. [Name of School] shall provide SafeUT with current information for at least three Designated Contacts (see Appendix A).
1. Designated Contacts shall be updated for accuracy as changes occur and reviewed annually by either [Name of LEA] personnel or [Name of School] personnel.
 2. These individuals may include:
 - i. Principal/Director
 - ii. Other Administrative personnel
 - iii. School-Based Mental Health Professional(s)
 - iv. School Resource Officer (SRO)
 - v. School professional(s) who is/are most responsive to crisis situations at any given time
 - vi. LEA-level Administrative personnel for follow-up
- B. Upon identifying Designated Contacts, [Name of School] shall have a procedure to create the Priority Contact List using the Portal.
1. This procedure will ensure at least one Designated Contact can be reached by a SafeUT Counselor if a student is at imminent risk of harm to self or others.


2. It is recommended Designated Contacts coordinate planned time off or schedule limitations.
3. Designated Contacts with administrative privileges may set and update the priority of the Priority Contact List at any time using the Portal.
4. The Priority Contact List shall be updated for accuracy as changes occur and reviewed annually by either [Name of LEA] personnel or [Name of School] personnel.

IV. Relevant Statutes for Designated Contacts

Designated Contacts are expected to fully understand and abide by the following statutes.

- A. These laws mandate certain reports:
 1. [UCA 62A-4a-403](#): Mandatory child abuse reporting statute. Suspected child abuse or neglect must be reported to the Division of Child and Family Services (DCFS) or another law enforcement agency.
 2. [UCA 53E-9-203\(6\)\(b\)\(i\)](#): Mandate for teachers to report imminent threats to parents.
 3. [UCA 53G-9-604\(a\)](#): School officials must notify parents of bullying and suicide threats.
- B. These laws permit information reporting in certain situations:
 1. [UCA 53G-9-203\(2\)\(a\)](#): Permits school official to provide certain information and observations to parents.
 2. [20 USC 1232g](#) and [UCA 53E-9-308](#): Data disclosure of sensitive information collected under this model policy may be shared in accordance with the Family Educational Rights and Privacy Act (FERPA).
- C. These laws limit liability in certain situations:
 1. [UCA 78B-4-501](#): Good Samaritan Law (a person who renders aid in an emergency cannot be held liable unless that person is grossly negligent).

Appendix: A

 School Information Needed for SafeUT Enrollment			
Name of School	Name of Local Education Agency (LEA)	School Address	School Phone Number
Name of Priority Contact 1 (Emergency Contact) (LEA Lead Role)	Title	Email Address	Cell Phone Number
Name of Priority Contact 2 (Emergency Contact)	Title	Email Address	Cell Phone Number
Name of Priority Contact 3 (Emergency Contact)	Title	Email Address	Cell Phone Number
Current Student Enrollment	Preferred SafeUT Enrollment Date	Preferred Note to Include to Counselors (optional)	