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**PARTICIPANT INFORMATION STATEMENT AND CONSENT FORM**

The BEAM Project: Evaluating an Online Adolescent Mental Health Training Program for Secondary School Educators

Dr Belinda Parker (Chief Investigator)

**1. What is the research study about?**

You are invited to take part in this research study to assess the effectiveness of an online adolescent mental health training program called Building Educators' Skills in Adolescent Mental Health (BEAM). The program, developed by the Black Dog Institute, aims to improve the confidence, mental health knowledge, and attitudes of Educators in Leadership positions. By doing so, we expect that helping behaviours towards students will increase and Educators' own levels of personal distress will decrease.

**2. Who is conducting this research?**

The study is being carried out by the following researchers: Dr Belinda Parker and Miss Cassandra Chakouch from the Black Dog Institute, Randwick, 02 9065 9057.

**Research Funders:** The Balnaves Foundation, the Commonwealth Bank, and Allens Linklaters.

**3. Inclusion/Exclusion Criteria**

Before you decide to participate in this research study, we need to ensure that it is ok for you to take part. The research study is looking to recruit people who:

1. Are currently employed in a school leadership role such as Year Advisor, Director (or Head) of Student Wellbeing, Deputy, Director (or Head) of Pastoral Care, Student Co-Ordinator, Head of Year, or equivalent;
2. Are currently working in this role at a government, Catholic, or Independent NSW secondary school;
3. Are working at their school for the duration of the study (maximum 32 weeks);
4. Are able to gain principal consent for their participation;
5. Have not participated in the pilot study for BEAM in 2019.

Participants who meet the following criteria will be excluded from the study:

1. Teachers that are not in positions to implement change or make decisions about student wellbeing and care;
2. Educators overseeing students in Years 6 and below. The program content has been developed for adults responsible for young people aged between 12 and 18. The content of BEAM is not applicable for those responsible for students who are under this age
3. Year Advisors who participated in the initial pilot study of BEAM in 2019.

**4. Do I have to take part in this research study?**

Participation in this research study is voluntary. If you do not want to take part, you do not have to. If you decide to take part and later change your mind, you are free to withdraw from the study at any stage.

If you decide you want to take part in the research study, you will be asked to:

- Read the information carefully (ask questions if necessary);
- Click on the "I Accept" button at the end of this document to confirm you have understood and would like to participate.

**5. What does participation in this research require, and are there any risks involved?**

If you agree to participate you will be asked to complete the following research procedures:



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- Read the information carefully (ask questions if necessary);
- Obtain support from your School Principal (already completed);
- Confirm your consent to participate
- Complete an online eligibility screening questionnaire (up to 2 minutes)
- Complete online registration
- Complete baseline online questionnaires (up to 20 minutes)
- Complete post-test online questionnaires (up to 22.5 minutes)
- Complete follow-up online questionnaire (up to 17.5 minutes)

**Principal support:** (This has already been completed). An information document and letter of support for your principal will be available to download, print, and give to your school principal to read. If they agree with the information, they will sign the letter of support and you will return it to the research team via email. A photo or scanned copy of the letter of support from your principal will be accepted. This step has already been completed.

**Eligibility screening:** A screening questionnaire asking about your current employment at a NSW secondary school will determine if you are eligible to take part. The screening questionnaire will be administered to you via an online platform. If the screening questionnaire indicates that you are not eligible, you will be notified on the screen and directed to the Black Dog website where you can view similar studies that you might be eligible for.

**Registration:** You will then be asked to complete an online registration, and provide your name, school, email, and create a password for your BEAM account. You will also be given the option to receive SMS reminders throughout the study in addition to regular email reminders. If you would like to receive these, you will provide your mobile phone number. SMS reminders will inform you of when study surveys have opened and closed, if you're yet to complete a survey, and when you have been inactive on BEAM for an extended period of time. Your phone number will not be used for any other reason. If you change your mind you can opt-out of the SMS reminders at any time by texting 'STOP' to any SMS communication you receive from the BEAM Team, this will cease SMS communication but will **not** remove or withdraw you from the study.

**Online questionnaire:** Once you've consented, passed the eligibility screener, and completed registration, you'll be given access to your first set of online questionnaires via an email link. This will include a series of questions about you and your school, your mental health knowledge, your attitude towards student mental health, your confidence in managing student mental health, and your own personal distress levels. You will be asked to complete the same questions at two time-points: 10 weeks and 22 weeks after completing your first set of online questionnaires. We will send you up to two email and SMS reminders to complete your questionnaires at each of the three time-points.

The online questionnaires are an important part of the research study. They provide us with the valuable and necessary information we need to assess the program and determine what to improve. We kindly ask that you complete all the questionnaires at all time-points. If you are not willing to complete them, you may withdraw your consent to participate in this study.



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**Randomisation:** If you are eligible to participate in this study, you will be randomly allocated to one of two groups. The randomisation will be based on your school, such that anyone participating from your school will be allocated into the same group and be required to participate at the same time. This will be conducted by a researcher not engaged in the day-to-day running of the trial. Group 1 will receive an email with instructions and a link to access the online program. Group 2 will be placed on a waitlist and will be provided with the instructions and link to the online program immediately after the 22-week follow-up assessment.

**Group 1: Online Program**

You will require the username (email) and password you created during registration. The program does not require high levels of computer training.

As part of the study, you will log onto <http://beam2.blackdoghealth.org.au/> to complete the online modules and lessons. Each module consists of information, interactive activities, quizzes, and opportunities to share your story. All identifying information will be removed from responses. Each module also includes a peer-coaching component which asks that you read the module content, meet with a another participating colleague from your school, discuss the content with them, and then return to the program and answer some online questions. While this is not mandatory, we encourage you to engage with this component as it will help consolidate what you have learned and give you the opportunity to apply the information to your own context. When you log into the program, one module will be recommended to you as a starting point based on how you responded in the online questionnaires.

BEAM includes 5 modules with each module containing 3-5 lessons. The entire program takes approximately 6.5 hours to complete but you'll have 10 weeks to complete the program. You'll also be able to move through the modules and lessons in any order you like. While the program can be completed as quickly as you would like, it is recommended that one module be completed per fortnight to allow adequate time to engage with the peer-learning component and consolidate learning. Below is an outline of the program:

<b>Modules</b>	<b>Lessons</b>	<b>Content Covered</b>	<b>Approx. Time</b>
<i>Your Role</i>	School and Mental Health	How being at school can contribute to positive mental health	5 minutes
	Supporting Your Students	Your role as an Educator in supporting the mental health needs of students	7 minutes
	Who Can Help?	How to create a mentally healthy culture at your school	5 minutes
<i>Which Students Need Help</i>	Common Mental Health Concerns	How to define mental illness Common mental illnesses among students	5 minutes



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	Risk Factors and Causes	Causes of mental illness Risk and protective factors to developing a mental illness	7 minutes
	Signs and Symptoms	Signs and symptoms of common mental illness and how they may present in the school setting	22 minutes
	Recognising Those at Risk	How to understand students' needs Factors involved in developing a mental illness	3 minutes
<i>Helping Your Students</i>	Having a Chat	Preparing to have a talk about mental health with a student Steps to an effective conversation	8 minutes
	Facilitating Help	How to appraise students' needs and decide on appropriate next steps	11 minutes
	Modifying Classes	How to identify and initiate specific reasonable adjustments for students	4 minutes
	Returning to School	How to encourage and plan a return to school	7 minutes
<i>Managing Yourself and Others</i>	Respectful Communication	How to build respectful relationships with students How to manage emotional responses	11 minutes
	Responding to Individual Needs	Listening to and understanding students as individuals Tailoring your approach to the individual	3 minutes
	Managing Difficult Situations	How to defuse conflict related to students' mental health	6 minutes
<i>Maintaining Your Wellbeing</i>	Student Wellbeing	What schools can do to maintain and improve students' mental health	13 minutes
	Student Resilience	Ways to build resilience in students	5 minutes



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	Looking After Yourself	How to select and initiate self-care activities for yourself	8 minutes
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**Group 2: Waitlist control group**

If you are allocated to Group 2, you will not receive the online program during the 22-week waiting period. You will receive full access to the program immediately after completion of the follow-up online questionnaire. There are no differences in the program between Group 1 and Group 2, only the time of access.

**Psychological Distress:**

It is expected that you will not experience any discomfort or harm as a result of completing the online questionnaires or the online program. The program encourages educators to initiate and facilitate mental health help-seeking for students. We are not asking you to go beyond your usual school duties. However, given the prevalence of mental health problems in young people, you may find yourself more aware of these types of issues while doing the program. This is directly mitigated by the program itself as we provide a range of information and resources on how to care for oneself, including self-care activities and boundary setting. In the unlikely event that you feel distressed as a result of participating in this study, we encourage you to refer to the support services provided at the end of this document.

**Additional Costs and Reimbursement:** There are no costs associated with participating in this research project. As a thank you for your participation in this research, you will receive a \$15 digital e-gift card upon completion of both the 10-week and 22-week questionnaires.

The e-gift card will be issued through GiftPay. The e-gift card will be emailed to eligible participants after completion of each survey. The GiftPay service allows you to choose how you would like to spend the funds from a variety of retailers such as Woolworths, Myer, David Jones, Rebel, Harvey Norman, and many more.

**6. What are the possible benefits of taking part?**

We have developed BEAM in collaboration with a group of Year Advisors from across NSW, who have shared with us the unique challenges associated with being responsible for student wellbeing. BEAM is designed to help you feel more knowledgeable, skilled, and confident in supporting your students' mental health. It covers a variety of mental health scenarios and resources which you and your school may find useful.

**7. What will happen to information about me?**

Submission of the online consent form is your confirmation of your consent. By clicking the "I Agree" button, you are providing your permission for the research team to collect and use the information about



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you for the research study. Data is collected via the Black Dog Institute's secure e-health research platform. Data can only be accessed by the researchers involved in this study who are listed on the University of New South Wales ethics application.

All data is electronic and will be stored for 15 years on the University of New South Wales servers, which is secured by 128-bit encryption. All participant data will be de-identified, and results will only be reported at the group level. No individual participant results will be reported in any publication or summary report. The data, including any contact details you provided during registration, will be destroyed 15 years after the project is completed.

**8. How and when will I find out what the results of the research study are?**

The research team intend to publish and report the results of the research. All Information will be published in a way that will not identify you. If you would like to receive a copy of the results you can let the research team know by selecting the relevant check box when providing your consent below, as well as by including your email in the consent form. We will only use these details to send you the results of the research.

**9. What if I want to withdraw from the research study?**

If you do consent to participate, you may withdraw at any time. You can do so by completing the 'Withdrawal of Consent Form' which is provided at the end of this document or you can email or call the research team and tell them you no longer want to participate. You can also reply to any email communications with the word "Withdraw". Your decision not to participate or to withdraw from the study will not affect your relationship with UNSW Sydney or the Black Dog Institute. If you decide to leave the research study, the researchers will not collect additional information from you. You can request that any identifiable information about you be withdrawn from the research project.

**10. What if I have a complaint or any concerns about the research study and will I receive compensation if suffer any injuries or have complications?**

If you have a complaint regarding any aspect of the study or the way it is being conducted, please contact the UNSW Human Ethics Coordinator:

<b>Position</b>	UNSW Human Research Ethics Coordinator
<b>Telephone</b>	+ 61 2 9385 6222
<b>Email</b>	<a href="mailto:humanethics@unsw.edu.au">humanethics@unsw.edu.au</a>
<b>HC Reference Number</b>	HC200257

**11. What should I do if I have further questions about my involvement in the research study?**

The person you may need to contact will depend on the nature of your query. If you require further information regarding this study or if you have any problems which may be related to your involvement in the study, you can contact the chief investigator Dr Belinda Parker:



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**Chief Investigator**

<b>Name</b>	Dr Belinda Parker
<b>Position</b>	Research Program Manager
<b>Telephone</b>	02 9065 9057
<b>Email</b>	<a href="mailto:belinda.parker@blackdog.org.au">belinda.parker@blackdog.org.au</a>

**Support Services Contact Details**

If at any stage during the study, you become distressed or require additional support from someone not involved in the research please call:

<b>Lifeline</b>	<b>13 11 14</b> <a href="https://www.lifeline.org.au/">https://www.lifeline.org.au/</a>
<b>Beyond Blue</b>	<b>1300 224636</b> <a href="https://www.beyondblue.org.au/">https://www.beyondblue.org.au/</a>
<b>Employee Assistance Program (EAP)</b>	Please see your school's EAP.



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**Consent Form – Participant providing own consent**

**Declaration by the participant**

- I understand I am being asked to provide consent to participate in this research study;
- I have read the Participant Information Sheet, or someone has read it to me in a language that I understand;
- I understand the purposes, study tasks and risks of the research described in the study;
- I provide my consent for the information collected about me to be used for the purpose of this research study only.
- I understand that I may ask questions at any time throughout the study;
- I freely agree to participate in this research study as described and understand that I am free to withdraw at any time during the study and withdrawal will not affect my relationship with any of the named organisations and/or research team members;
- I understand that the results of the research will be made available on the Black Dog Institute website.
- I would like to receive a copy of the study results via email, I have provided my details below and ask that they be used for this purpose only.

**Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

- I understand that I can obtain a copy of this consent form by emailing the investigator.

**Participant Signature**

Name of Participant (please print)	
Signature of Research Participant	
Date	

**I Agree**





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## Form for Withdrawal of Participation

I wish to **WITHDRAW** my consent to participate in this research study described above and understand that such withdrawal **WILL NOT** affect my relationship with the Black Dog Institute or The University of New South Wales.

### Participant Signature

Name of Participant (please print)	
Signature of Research Participant	
Date	

\*Please email a scanned copy or send a photo of this completed form to the research team at [teachertraining@blackdog.org.au](mailto:teachertraining@blackdog.org.au)