

# Loves-Me-Not



## Quick Reference Sheet for Implementation

For more detail about each step, see the Implementation Guide available from the [School Portal](#).

Steps	Actions	Summary of tasks	Timeframe
<b>Step one</b>	Agree to partner	<ul style="list-style-type: none"> <li>School leadership and Police leadership agree to commence process to implement Loves-Me-Not.</li> <li>Police confirms their LMN coordinator.</li> <li>School confirms their LMN coordinator.</li> <li>Initial scoping meeting between LMN coordinators on how LMN will be delivered in a whole-school approach, and to set a date for the workshop.</li> </ul>	Ideally at least 4 months before LMN commences
<b>Step two</b>	Register for workshop	<ul style="list-style-type: none"> <li>Complete Registration Form (download from the <a href="#">School Portal</a>) and email to <a href="mailto:schools@police.govt.nz">schools@police.govt.nz</a></li> <li></li> </ul>	
<b>Step three</b>	Review school procedures (whole-school approach in action)	<ul style="list-style-type: none"> <li>Review school policies and procedures related to disclosure of abuse and pastoral care.</li> <li>Progress through BOT for endorsement (if required).</li> </ul>	At least 4 months before LMN commences
<b>Step four</b>	Coordinate supporting activities (whole-school approach in action)	Identify and plan supporting whole-school approach activities, such as: <ul style="list-style-type: none"> <li>cross-curriculum lessons (see pages 19-20)</li> <li>curriculum for student well-being and relationship education (e.g. Health Education)</li> <li>PB4L-SW activities</li> <li><a href="#">Mates and Dates</a></li> <li>Peer Support programme.</li> </ul>	At least 3 months before LMN commences
<b>Step five</b>	Plan workshop	<ul style="list-style-type: none"> <li>Identify number of classes required.</li> <li>Identify number of facilitators (school staff, Police, NGO), and select them.</li> <li>Identify rooms and timetable.</li> <li>Identify AV technology in each room.</li> </ul>	At least 2 months before the LMN workshop
<b>Step six</b>	Prepare workshop material	<ul style="list-style-type: none"> <li>Download and edit workshop manual from the <a href="#">School Portal</a></li> <li>Identify options to be used.</li> <li>Photocopy lesson plans for each facilitator.</li> <li>Photocopy necessary handouts.</li> <li>Source flipcharts.</li> </ul>	At least 1 month before the LMN workshop

Steps	Actions	Summary of tasks	Timeframe
<b>Step seven</b>	Train all facilitators	<p>Run a training workshop where facilitators:</p> <ul style="list-style-type: none"> <li>• review guide for facilitators</li> <li>• view and discuss video <a href="#">Whole school approach</a> (YouTube)</li> <li>• go through the full programme together</li> <li>• identify parts each facilitator is responsible for</li> <li>• complete the facilitator planning guide (see pages 22-23)</li> <li>• clarify timekeeping responsibility</li> <li>• clarify any skills training for facilitators, such as running continuums, role play, debriefing.</li> </ul> <p>Consider inviting some students to co-design with staff, and to form a students' LMN Committee.</p>	1-2 weeks before the LMN workshop
<b>Step eight</b>	Inform all staff and parents (whole-school approach in action)	<ul style="list-style-type: none"> <li>• Explain purpose and process of the workshop and potential implications (e.g. disclosures to trusted staff) at a staff meeting.</li> <li>• Communicate to parents through standard methods, e.g. website, newsletters.</li> <li>• Share the link to the <b>Loves-Me-Not parent video</b> from the <a href="#">School Portal</a>.</li> <li>• Consider inviting parents to a consultation presentation.</li> </ul>	At least 1 week before the LMN workshop
<b>Step nine</b>	Deliver the Loves-Me-Not workshop	<ul style="list-style-type: none"> <li>• Plan welcome for visitors.</li> <li>• Ensure rooms and technology operational.</li> <li>• Ensure guidance staff available for students.</li> <li>• Consider providing kai for facilitators and students.</li> <li>• Collect student feedback on the workshop.</li> </ul>	
<b>Step ten</b>	Debrief the workshop	<ul style="list-style-type: none"> <li>• Facilitators review the workshop.</li> <li>• School and Police LMN coordinators collate students' and facilitators' process evaluations (see pages 29-30) onto the Collated Evaluations Form (available on the <a href="#">School Portal</a>), and send to <a href="mailto:schools@police.govt.nz">schools@police.govt.nz</a></li> </ul>	Within 1 week after the LMN workshop
<b>Step eleven</b>	Support and promote student-led action	<ul style="list-style-type: none"> <li>• Encourage students to initiate the student-led actions they identified in Focus Area 6.1.</li> <li>• Support and promote the planned student-led actions.</li> </ul>	1 month after the LMN workshop
<b>Step twelve</b>	Complete impact evaluation	<ul style="list-style-type: none"> <li>• Gather impact evaluations from a random sample of students and teachers (see page 31-32) and send collated evaluations to <a href="mailto:schools@police.govt.nz">schools@police.govt.nz</a></li> </ul>	4 months after LMN is completed