

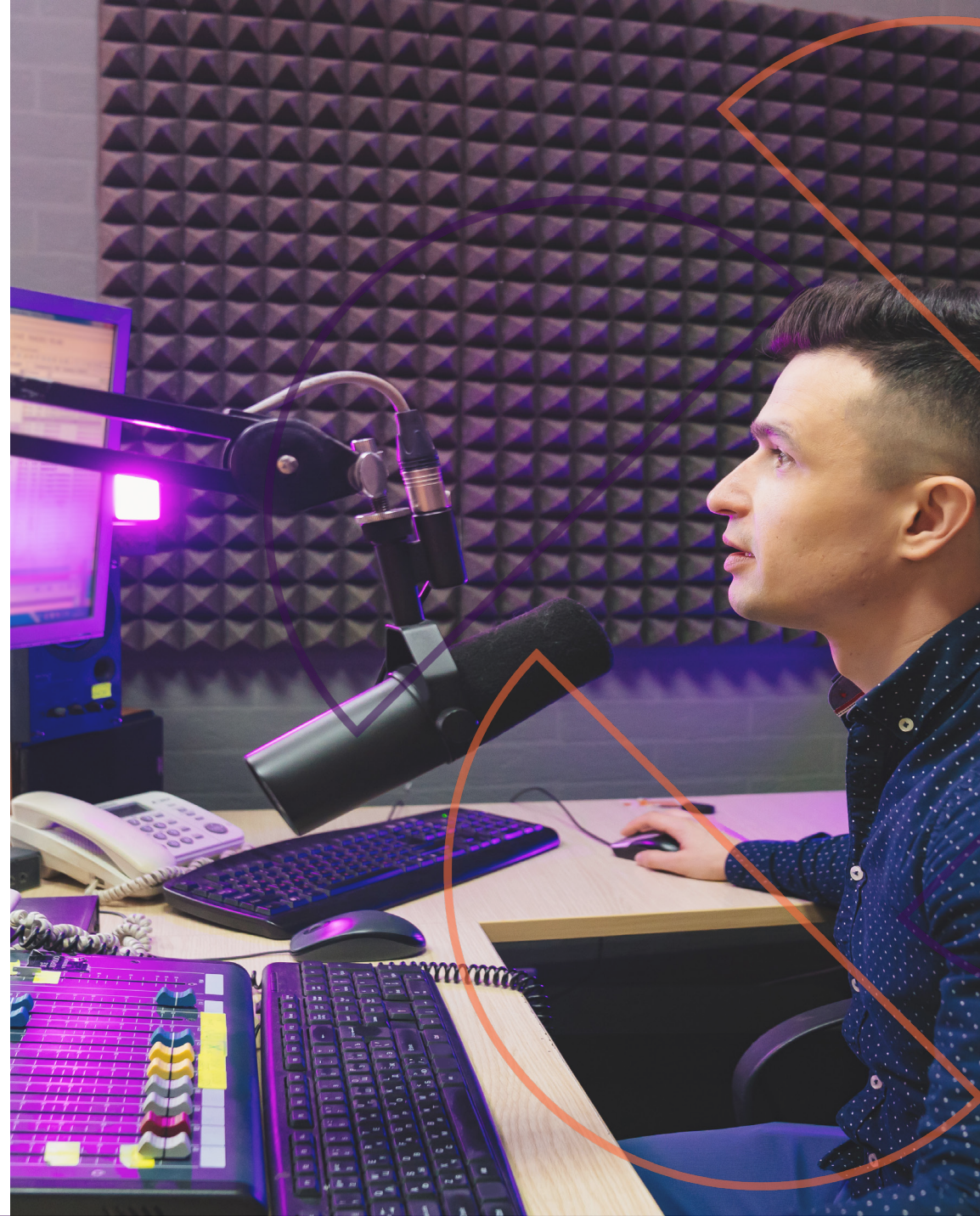
Checklist: What to consider for your broadcast

This checklist is designed to help you prepare, present, and follow up from your broadcast in a way that supports your listeners, reflects your community, and looks after your own wellbeing. It is intended to be used alongside the information presented in the resources.

There is also a template where you can take notes as you work your way through the resources and the checklists.

“Having clear guidance to help with conversations about mental health concerns and suicide is incredibly helpful as a broadcaster, because it gives you clear topics to cover, along with resources and support.”

J' Ma
Podcast host, actress



Checklist: What to consider for your broadcast

BEFORE the broadcast, I have:



Prepared relevant information

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This includes:

- Learning more about mental health, mental health concerns and suicide from reputable sources in Australia, such as [Embrace Multicultural Mental Health](#) and [Medicare Mental Health](#).
- Reading and understanding the [Community Radio Broadcasting Code of Practice relating to discussing suicide and mental ill-health \(Code 4\)](#).



Planned support and safety information

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This includes:

- Deciding what support services to include for my audience during and at the end of my broadcast ([read more here](#)).
- Considering whether content advice is needed at the start of the broadcast.



Planned content with community context

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This includes:

- Thinking about what is currently going on in/impacting my community, including any significant events occurring for my community, either in Australia or overseas.
- Talking to community leaders, cultural groups and/ or mental health organisations to come up with content ideas that will assist safe and non-stigmatising discussions (there are some ideas included in the template). Members of these groups may also be interested in being involved during my broadcast.
- Reviewing the checklist for involving others in the [My broadcast template](#).

Checklist: What to consider for your broadcast

BEFORE the broadcast, I have:



Prepared helpful questions and content

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This includes:

- Considering what content might assist in growing awareness, reducing stigma and encouraging people in seeking or offering support. Some examples are included in the template.
- Contacting a *Mindframe* team member to discuss my broadcast if I am not sure what to cover or where to go for more information.
Request *Mindframe* support at mindframe@health.nsw.gov.au
- Completing the self-paced online [Introduction to Mindframe](#) training course.
- Registering interest in attending a *Mindframe* training session specifically for [culturally and linguistically diverse community broadcasters](#).



Reflected on my own readiness and wellbeing

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This includes:

- Considering how I am feeling and whether this is the right day for me to present on this topic.
- Completing the [My self-care action plan](#).

Checklist: What to consider for your broadcast

DURING the broadcast, I will:



Promote safe and responsible discussions

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This includes:

- Providing a content advice statement (if needed) at the start of my broadcast. Some examples are included in the template to get me started.
- Handling stories that include details of trauma carefully. I will inform my listeners in a safe way, without exploiting the topic or people involved for entertainment purposes.
- Not giving details about how or where someone has died by suicide. Research shows this can cause more harm. This also follows the Community Radio Broadcasting Code of Practice.
- Avoiding harmful terms about mental health concerns or suicide that could add stigma or distress.



Use inclusive language

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This includes:

- Using person-centred language rather than language that labels people by their mental health concern.
- Avoiding stereotypes like “All Arabic people think this” or “All Chinese people do that.” Remember that everyone’s experience is different.
- Adapting to my audience by using language that they will understand and that is safe and respectful.

Checklist: What to consider for your broadcast

DURING the broadcast, I will:



Promote mental health and wellbeing

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This includes:

- Reminding people that mental health is part of overall health.
- Talking about the many things people can do to stay healthy and strong, not just illness or treatment.
- Encouraging listeners to attend local community events and centres to meet others in their community.



Include support information and resources

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This includes:

- Providing the details of where listeners can go for further information or support about mental health, mental health concerns or suicide.
- Talking honestly about barriers to seeking support, such as cost, eligibility or language, and how to overcome them.
- Suggesting ways in which people can seek and offer support, and reminding listeners that anyone can benefit from support at any time - not just in a crisis.



Involve others

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This includes:

- Following the guidance in the [Inviting others to join the conversation](#) resource and checklist.
- Inviting trusted local health experts to talk on my program.
- Following the agreed plan for supporting guests who become distressed during the broadcast. If this happens, I'll ask them if they need support and take their advice on how to manage that.

Checklist: What to consider for your broadcast

AFTER the broadcast, I will:



Check in and follow up



This includes:

- Considering how I am feeling and referring to my self-care action plan.
- Connecting with support if I need it. This could be talking to my colleagues at the radio station, or a friend, mentor or health professional.
- Checking in on people who were involved in the broadcast to see how they are going, and providing an opportunity for feedback on the process.
- Talking to community members who listened to the broadcast - getting their feedback and finding out what other stories they would like to hear in the future.

The box below has been provided for you to type in any notes you may wish to add.