

HIGHVIEW COLLEGE
STUDENT COUNSELLING POLICY
Person Responsible – Director of Pastoral Care
(Reviewed in odd years)



Rationale

Counselling for students at Highview College is offered within the framework of the Pastoral Care system and may include parents in special circumstances. Counselling is designed to assist students with problems in academic, psychological, emotional or social areas. It will assist them to develop appropriate skills and attitudes to resolve such issues. It is planned as short term intervention and Solution Focused Therapy is the primary discipline used.

Currently, Highview College has the service of a Counsellor for two days each week.

Aims

- To provide an opportunity for students to talk to someone outside their world of parents and teachers
- To allow students to be heard in a safe, non-judgemental environment
- For the student to have a confidential conversation
- For the student to learn skills needed to resolve issues in current circumstances
- For students to develop attitudes and skills they will be able to apply to future situations

Implementation

- A confidential and safe space is provided for the Counsellor to work in
- Each week the Counsellor will receive a list of clients, from the Deputy Principal-Pastoral Care that he/she may add to, as a result of previous consultations
- Counselling sessions may be weekly or less frequent if preferred by the student or Counsellor
- A secure filing cabinet will be provided for the storage of counselling notes
- A Counsellor may recommend that the student be referred to a Psychologist/external provider. Students then need to request a 'Mental Health Referral' from their GP
- A student may see the Counsellor one time without the need for parent permission
- If further sessions are required, a permission form must be signed by a parent/guardian
- The Counsellor and Deputy Principal-Pastoral Care will meet each week to discuss the Counsellor's appointments
- Confidentiality. A student will be informed that their conversation cannot remain confidential if the Counsellor believes that there is risk of harm –
 - Risk of harm to the student themselves
 - Risk of harm to someone else by the student
 - If the Counsellor believes the student has been abused
 - If the law has been broken and this may impact on the welfare of the student
 - If the information is required by a court of law

- The Counsellor must keep adequate records, including the date and time of consultation and any relevant information
- The Counsellor's notes remain the property of Highview College

Additional information

APPENDIX 1 - Parent permission form

APPENDIX 2 - Referral information

Developed by Jenny Wardrop – 2012
Updated by Marion Martin – 2016
Due for Review – March 2019

APPENDIX 1 - PARENT PERMISSION FORM FOR COUSSELLING

Highview College, will provide Specialist Counselling Services to assist students, in relation to student learning and well-being at school. Highview College employs a Counsellor to work with students two days each week.

Relevant information about the child will be recorded and maintained at the school premises in a secured location to ensure confidentiality. This information will remain confidential within the school and may only be disclosed outside the school with your written permission and for specific purposes, ie: court cases.

This Parent Permission Form provides permission for the Counselling staff to provide support and assistance to your child, and to consult with the Deputy Principal of Pastoral Care when necessary.

SCHOOL	Highview College
Student's Full Name	
Date of Birth	
Home Group	
Parents'/Guardians' Names	
Address	
Telephone Number(s)	Home: _____ Work: _____ Mobile: _____
Email Address	

I/We give permission for the Highview School Counsellor to work with my/our child in order to assist with his/her education and development.

Signed: _____
Parent/ Guardian

Date: _____

Signed: _____
Director of Pastoral Care

Date: _____

APPENDIX 2 - REFERRAL FOR COUNSELLING

Name YEAR	REFERRAL INFORMATION
<p>Please include any relevant information pertaining to:</p> <ul style="list-style-type: none"> • Family History • School History and Performance • Social skill development • Behavioural concerns 	<p>1. BACKGROUND INFORMATION</p>
<p>Examples:</p> <ul style="list-style-type: none"> • Classroom and schoolyard interventions • Individual Learning Plans • Behavioural Interventions • Assessments: • GP/pediatrician • Psychologist • Language • Other • Involvement of any other agencies? (please attach) 	<p>2. STRATEGIES THAT HAVE BEEN IMPLEMENTED BY THE SCHOOL</p>
<p>Concerns Relevant to:</p> <ul style="list-style-type: none"> • Social • Emotional • Behavioural • Academic 	<p>3. SUMMARY OF CURRENT CONCERNS</p>