



Title	Counselling policy and procedure	
Relevant legislation/guidelines	<ul style="list-style-type: none"> • Australian Psychological Society: The framework for effective delivery of school psychology services: a practice guide for psychologists and school leaders (2016): • Guidance for School Counselling in Independent Schools (2022) AIS NSW • Australian Psychological Society: Code of ethics • Children's Guardian Act 2019 (NSW) • Children and Young Persons (Care and Protection) Act 1998 • Health Records and Information Privacy Act 2002 	
Related documents	<ul style="list-style-type: none"> • Privacy policy and procedure • Records management policy and procedure • Data breach policy • Continuous improvement policy and procedure • Staff Code of conduct • Student Bullying, harassment and discrimination policy and procedure • Student behaviour management policy and procedure • Child Protection policies including Reportable conduct and Mandatory reporting • Records management policy and procedure 	
Date of issue/last revision	June 2024 / June 2024	
Authorisation Implementation	Principal	
Date of approval	17 June 2024	
Review cycle	Biennial	
Feedback	Feedback on this policy can be emailed to the Principal - d.mcpartland@stpetersbroulee.nsw.edu.au	
Accessible for	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students & Parents <input checked="" type="checkbox"/> External	
Date modified	Modified by	Modifications made

Commitment

St Peter's College (SPAC) (the College) is committed to nurturing the students in their care.

Purpose and scope

Students at the College are expected to develop and manage their emotions, thoughts, and behaviours in a healthy, realistic way according to their age and stage of development. All students face challenges within these parameters, however, some experience higher than normal levels of challenge that may require adult assistance. While early identification and limited interventions from teaching staff may lead to mitigation, some psychological challenges are beyond those a teacher has the capacity or ability to assist with. This policy and procedure provides scope for a school based counselling service which addresses behavioural and/or academic concerns as a result of higher level psychosocial challenges.

This policy and procedure applies to all personnel and students within the College.

Definitions:

Consent - an individual's free agreement to participate in an activity

Parent - the individual/s who have legal parental responsibility for the child, terminology includes legal guardians.

Psychological development - development of cognitive, emotional, intellectual, and social capabilities and functioning over the course of one's life

Psychosocial challenges - difficulties or obstacles that arise due to the cognitive and psychosocial abilities of the learner

Serious criminal activity - any offence involving fraud, violence, harm to children, any sexual offence, or any crime involving dishonesty

Policy

The College promotes the healthy physical and psychological development of students in their care.

The College aims to:

- equip students with the ability to improve or resolve their own problems in academic, emotional and social contexts;
- provide a well-being program where students can set their psychological and social goals, and learn about navigating towards success;
- identify students who may need assistance at an early stage of dysfunction;
- provide personnel with early intervention strategies in order to mitigate psychosocial challenges which potentially lead to behavioural and/or academic concern;
- provide limited access to individual professional counselling assistance; and
- provide or external referral.

Roles and responsibilities

The **Principal** and College's **Board** promote the safety and psychological well-being of students, creating policy and resourcing the Well-being program at the College.

The **College counsellor** shall:

- be appropriately qualified and experienced;

- maintains registration and/or membership of at least one relevant professional association;
- maintain standards of professional practice through adherence to ethical guidelines and codes of conduct as per AIS *Guidance for School Counselling in Independent Schools*;
- provides direct support to students identified as requiring assistance via referral;
- be a member of the Well-being team, research information, offer informed advice; and
- promote the wellbeing of all students and personnel.

Heads of House are required to assess referrals and assess an appropriate course of action.

Personnel are required to identify students who may benefit from counselling intervention and complete the referral information in a timely manner.

Teachers are required to deliver specific interventions as recommended by the College counsellor pertaining to individual students in addition to some 'Accidental' counselling.

Individual student support

The primary role of the College counsellor is to provide direct support to students who have been referred to the service. Individual counselling includes assessment, consultation and planning, and communicating interventions.

The counsellor works collaboratively with the student's parent/s, teachers, and other community services where appropriate.

Psychoeducation

When appropriate and requested, the College counsellor may research, offer advice, collaborate, assist, devise and/or deliver various forms of psychoeducation to groups such as year groups or provide strategies to personnel or parents for the benefit of students.

Compliance

Non-compliance with this policy or associated procedure may result in disciplinary action up to and including dismissal.