



Guideline/Procedure

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Counsellor Referrals

Purpose

This procedure is to standardise and clarify the process of student referrals to the College Counsellor.

Application

This procedure regulates the manner of counsellor referrals, as well as notification to relevant staff of student whereabouts and general wellbeing.

Procedure

Referral Procedure

- Referrals for counselling may be made in one of three ways:
 - Self-referral by the student;
 - By the Principal, Deputy/Assistant Principals, Leaders of Wellbeing, or teachers (generally after consultation with the relevant LOW); Diverse Learners Team
 - By a parent (usually after consultation with the relevant LOW, Deputy /Assistant Principal(s) or Principal).

Self Referral:

- For self- referral, students have the option of either emailing the Counsellor directly or seeing her in person to arrange a suitable time;
- Students with counselling appointments are to inform their class teacher in person that they have an “in school appointment” prior to leaving the classroom;
- Verbal messages left to be passed on by other students are **not acceptable**;
- Class teachers are required to keep student’s counselling appointments confidential with regard to other students present in the classroom;
- Once the student arrives for counselling, the counsellor will mark the roll on eMinerva as “in school appointment”;

- Please Note: **at no stage** are students permitted to leave during a lesson to arrange an appointment – if students present to class with an immediate wellbeing concern, staff should contact 309, where an available member of leadership will present to the classroom to assist.

School Staff Referral:

- In normal circumstances, staff should discuss their concerns with the student's Leader of Wellbeing prior to a referral. The LOW can then make a judgement as to whether a referral is required
- For school staff an email or referral form is to be sent to the Counsellor including:
 - Student Name
 - Year Level
 - House
 - Brief outline of the nature of the concern/s

Parent Referral:

- Parents or guardians can phone the office or email the counsellor directly to make an appointment.

Location of Counsellor Office

- The College Counsellor Office is located in B Block – it is the front right office on the upper floor.

Enquiries

Enquiries about this procedure must be made with the *Assistant Principal – Wellbeing*.

See Also

Please also refer to the **Sick Bay Referrals** document for information regarding student attendance at the first aid office.