



# Sacred Heart College

## NATIONAL ADMINISTRATION GUIDELINE 5

### **Policy Statement: School Guidance Counselling Services**

The Special Character, also known as the Catholic Character, provides the framework within which the whole school curriculum is delivered; it is integral to everything that takes place in the school, or on behalf of the school, and its community.

#### **Rationale:**

Sacred Heart College is a Catholic school which operates in a Catholic environment and is committed to each student's academic, spiritual, emotional, physical and social well-being. The College will provide access to school-based counselling services for students.

#### **Purpose:**

- 1.0 To promote student wellbeing, in the context of Catholic teaching.
- 2.0 To support parents/caregivers/ whanau in caring for their children.
- 3.0 To assist students to understand and take responsibility for their mental and physical health, emotional development and general well-being.
- 4.0 To provide students with professional counselling services that are culturally responsive and easily accessed.
- 5.0 To support the delivery of the general school curriculum consistent with the Special Character and policies of the College.

#### **Guidelines:**

- 1.0 The College Guidance Counsellor will be NZAC accredited or a Social Worker with a current practising certificate. Professional Guidance Counselling supervision will be a regular occurrence of the counsellor's role.
- 2.0 The College reserves the right to ensure that any on-site counsellor offers services that are consistent with the Special Character of the College and Catholic teaching. The Board of Trustees must approve the selection and appointment of any counsellor who is employed by the school.
- 3.0 All student record keeping will be in accordance with NZAC ethical expectations. Student confidentiality will be respected in accord with the Privacy Act and the Health and Disability Services Consumers' Code of Rights.
- 4.0 Counsellors will abide by the ethical policies which operate at Sacred Heart College, which in turn will reflect Catholic teaching.
- 5.0 Recognising the role of parents/caregivers/ whanau, counsellors will seek and encourage the involvement of parents/caregivers/ whanau and the family General Practitioner where appropriate, in the services they provide, except where privacy and/or safety requirements prevent it.
- 6.0 In cases where students are assessed to be at risk, information will be provided to them to ensure their safety. This may include information about other agencies which are known to respect the beliefs of Catholic clients referred to them.
- 7.0 In matters of sexuality, counselling and information will be provided in accordance with Catholic teaching. Accordingly, the provision of, organisation of, or referral for termination of pregnancy and the provision of contraceptives will not be offered by the College's counsellor.

- 8.0 The School Guidance Counselling services will be provided by the Sacred Heart College Board of Trustees through the staffing allowance.
- 9.0 The Board, through the Principal, will monitor the provision of counselling services, by way of an annual report, to ensure that they are meeting their stated aims and objectives and the requirements of this policy.

**Procedures:**

- 1.0 The Principal, staff members and Counsellor will co-operate to advance the well-being of all students. The Counsellor will be part of the Pastoral Care Team working closely with the Deputy Principal (Pastoral) and Deans.
- 2.0 The College will provide a suitable and appropriate space for the Counsellor to operate from.
- 3.0 The College Guidance Counsellor and the Principal will work closely together, acknowledging the Principal's C.E.O. role in leading the school. Close collaboration will occur between the Counsellor, the Youth Minister and the Principal.
- 4.0 The Counsellor will operate within the general parameters of the School Charter and Annual Plan, along with the policies of the school.
- 5.0 The Deputy Principal (Pastoral) and Counsellor will meet on a weekly basis.



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Kirstin Thompson  
(Chairperson, Board of Trustees)

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