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# **Macleans College - POLICIES & DIRECTIVES**

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SECTION NO: <b>600</b>	POLICY NO: <b>602</b>	ISSUE DATE: 14/03/03
TITLE: <b>STUDENT GUIDANCE &amp; SUPPORT SYSTEMS</b>		ISSUE NO: 2
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## **Guidance and Counselling**

### **RATIONALE:**

Section 77a of the Education Act 1989 states that the Principal of every state school has a legal responsibility to “take reasonable steps to ensure that students get good guidance and counselling.”

Accordingly, all students and staff at Macleans College will be given access to good guidance and counselling.

### **DEFINITIONS:**

- 1 Good guidance is a process of facilitating students in the making of good decisions with all relevant circumstances being taken into account.
- 2 Good counselling is a process based on a professional relationship characterised by respect and trust, the aim of which is to facilitate positive change for the student client.

### **PURPOSES:**

- 1 Guidance at Macleans College is centred on the whanau house system.
- 2 Student Advisory Services (SAS) provides a school-wide support system for students and staff through specialised services of careers education and counselling, guidance counselling and transition/health programmes.
- 3 Regular scheduled meetings between the guidance counsellor and other staff, eg. house leaders and Principal, ensure the guidance systems interact.
- 4 Students must have access to counsellors with appropriate training, professional supervision and development and who act according to the New Zealand Association of Counsellors (NZAC) Code of Ethics.
- 5 Students who seek counselling must have access to appropriate facilities, eg private space for individual and group counselling, a private waiting area, resource and display space.

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- 6 Students must be supported in their decision to see a counsellor through the school's systems.
- 7 Students have the right to expect counselling confidences are private information except under exceptional circumstances.
- 8 All counsellors will keep records of interviews with students.
- 9 SAS must have links with the community and parents and Board of Trustees regularly.

## **GUIDELINES:**

- House leaders and house staff will have a key role in the day to day guidance of students.
- Students and their families may seek guidance counselling directly with the school counsellors.
- House leaders or form teachers will refer students to the guidance counsellor if, in their opinion, counselling would be of benefit to the student.
- The careers counsellors take most responsibility for student help relating to subject and option choice and careers matters (see separate policy).
- The drug educator and counsellor takes responsibility for drug education and counselling (see separate policy).
- Transition programmes are provided at Year 10, 11 and 12 levels (see separate policy).
- The guidance counsellor is available to staff.
- The guidance counsellor meets house leaders regularly for referrals and discussion of whanau guidance topics.
- The guidance counsellor and careers adviser meet regularly with the Principal to discuss relevant matters of concern.
- Department meetings are held regularly and department members network as necessary.
- Regular fortnightly supervision and membership of the NZAC are essential to ensure that high standards of counselling and accountability are maintained by the guidance counsellor.
- On-going professional development by regular attendance at courses and professional association meetings is important for all members of the department.
- Students must be allowed to be released from class to see a counsellor under normal circumstances when they show evidence of an appointment or are called from the school office.
- Students may refer themselves for counselling by using the post box appointment system, which is publicised to all students at the start of the year, and is in the counselling waiting area.

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- The guidance counsellor will ask the student for permission to advise parents of circumstances she feels are threatening or dangerous in some way for the student.
- Even if the student withholds permission under section 77 of the Education Act 1989 the guidance counsellor, with the principal's approval, will inform the parents about matters that, in the Principal's opinion:
  - (i) are preventing or slowing the student's progress through the school;
  - (ii) are harming the student's relationships with teachers or other students.

## **OTHER RELEVANT INFORMATION:**

- Staff Manual