



Life Skills Counselling Services - Procedure

1. Objectives of Life Skills Program

The objectives of the Life Skills program is to promote and enhance student learning through academic development, career development and personal/social development. This may at times includes one on one counselling sessions to assist a student who may need guidance.

2. RULES AND RESPONSIBILITIES

Director/Principal

Shall be responsible for the implementation of the policy and procedures of the Life Skills Programs within the resources available. .A Work Budget for the year must be completed and signed off by the Director/Principal and the Life Skills Counsellors.

- Shall be responsible to ensure the yearly program falls within their budget for allocating human and financial resources for Life Skills counselling programs and monitoring the implementation of these programs.
- Shall be responsible for the administration of the Life Skills counselling program as part of the total school program.
- developing a clear vision for Life Skills counselling support/program for Southeast.
- facilitating an open and accepting attitude toward Life Skills & counselling services for students

Life Skills Counsellors

- Life Skills Counsellors shall be responsible for the coordination and implementation of the Life Skill Counselling programming, and shall provide support and assistance when required.
- Life Skills Counsellors shall be responsible for the monitoring and reporting of student attendance program. In association with the Director/Principal, weekly meetings to discuss student issues regarding attendance shall be mandatory.
- Counsellors will also accept referrals from staff, administration and parents via the docu share program referral system.

- Life Skills Counsellors shall make appropriate referrals to the Teen Clinic or other appropriate professionals when additional expertise is required.

Director/Principal

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Students

May individually seek assistance from Life Skills counsellors.

. LIFE SKILLS COUNSELLOR QUALIFICATIONS

Insofar as possible, the Life Skills counsellor shall have obtained a counselling certificate in Applied Counselling or be in the process of obtaining certification.

EXPECTATIONS FOR ETHICAL BEHAVIOR

Primary Responsibilities

- The Life Skills Counsellor's first responsibility is to act in the best interest of students.
- The Life Skills Counsellor shall inform students of the purposes, goals, techniques, and specific policies under which counselling services may be provided at, or before, the time when the counselling relationship is entered. Such information includes concerns about confidentiality, legal restraints on Counsellors, and the possible necessity for consulting with other professionals and the student's parent/guardian.
- Confidentiality is the obligation not to disclose willingly in except in urgent circumstances, information obtained during counselling sessions. This refers both to verbal and written information.
- Confidentiality is crucial to establishing and maintaining a strong counsellor-student relationship. Therefore, the Life Skills Counsellor shall attempt to obtain the consent of the student before divulging information received during counselling.
- Confidentiality is, nevertheless, not absolute. The school administration must be informed of serious situations. The counsellor shall also consult and/or refer such situations to appropriate professionals and/or advise the parent/guardian where necessary.

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Some exceptions to maintaining confidentiality are:

Child Protection:

- The Life Skills Counsellor who has reason to believe that a child is or might be in need of protection shall forthwith report the information to the appropriate authorities in accordance with legal obligations pursuant to child protection legislation.

Potential Harm:

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- If the behavior of the student threatens potential harm of self or others, the Life Skills Counsellor shall take appropriate action to protect the student and/or others.

Legal Action:

- The Life Skills Counsellor may be required by the courts to release all counselling records and relevant information.

Consultation & Collaboration:

- The Life Skills Counsellor may consult and collaborate with other professionals for purposes of more effectively helping the student. The counsellor shall share only such information that will serve the best interests of the student. .

Written Confidentiality

- A student support file shall be established for all students who receive individual counselling in the school or lodge. This file shall remain in the counselling office and is the property of the Southeast Collegiate.

The maintenance and disposal of and access to counsellor records shall be in accordance with

The guidelines apply to counsellor record keeping:

1. All statements should be objective, particularly those relating to drug and alcohol use, sexual activities, mental competency, or other sensitive matters.
2. Entries should be made in chronological order.
3. Subsequent alterations or additions should be made openly, with the original entry left intact and legible.
4. Any corrections should be initialed, signed and dated.
5. The author should sign the record and indicated his or her position.
6. The record should be made in dark ink and be legible.
7. Records should be complete, as any omissions will likely be interpreted negatively.
8. The author should limit the record to issues that are relevant to the client's treatment.
9. Items that are relevant should not be omitted simply because they are embarrassing or uncomplimentary.'
10. Information should be recorded contemporaneously -when the event occurs or as soon as possible thereafter.
11. Entries should be made by the practitioner providing the service.
12. If any entry is made by a third party, it should be verified by the person who performed the service.

Group Counselling

The Life Skills Counsellor shall make clear the purpose of group counselling and the techniques to be used in group sessions. The Life Skills Counsellor shall strive to protect members of the group from physical or psychological harm.

Impartiality

Life Skills Counsellor shall be aware of their personal values, and shall strive to remain impartial in assisting students with decision making and problem solving. .

Professional Relationships

The Life Skills Counsellor shall not knowingly enter or continue a counselling relationship with a student who is receiving counselling from another professional' person, without consultation with that other professional, except where the best interests of the student clearly demand.

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