



المدرسة الهندية الدولية ذ.م.م.
INDIA INTERNATIONAL
SCHOOL LLC - SHARJAH



الإمارات
THE EMIRATES



SCHOOL COUNSELLING POLICY 2022 - 2023



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المدرسة الهندية انترناشونال ذ.م.م
INDIA INTERNATIONAL
SCHOOL LLC - SHARJAH



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SCHOOL COUNSELLING POLICY

The counselling and guidance department at India International School (Department of WELLNESS) provides a caring and respectful environment for students that need professional assistance and experience difficulties in any aspect of life. Counselling services are offered to students or parents by trained counsellors at our counselling center. Parents or students are free to discuss academic, behavioral, and personal problems. The main purpose of the department is to assist the students in decision making in such a way as to promote the gradual development of their choices independently without being unduly influenced by others, integrating their knowledge of themselves, their strength and weaknesses, talent and potentials and the role of other people and the environment where they interact. The counselling program at IIS is designed to assist your child in making the most of his or her educational experience. This includes his/ her emotional well-being, behavioral, academic progress, personal and social development.

Objective:

Our school-counselling program aims to be comprehensive in scope, preventative in design and developmental in nature. A comprehensive program seeks to develop all students (K-12) in four key areas: Academic, Behavioural, Emotional, Career Personal, Social and Global perspectives. Our students are motivated, supported and given the tools to not only succeed at school but to go on to contribute to communities. We believe it is better to build strong children that repair adults. A preventative model believes in being proactive, ensuring that our students are learning key skills and techniques to thrive as individuals. Preventative education is delivered through various means such as individual and group sessions and classroom instruction. Our school counselling program is designed to meet the needs of our students at each stage of their growth and development.

Counselling Service:

The Student Counsellor collaborates with students, staff, parents, teacher and community to ensure that students receive interventions and resources to support their needs. We recognize that children learn in different ways at different rates. We take the wellbeing of students very seriously, embedding it into the daily routines, curriculum and extra-curricular activities in order to create a culture of care and support throughout the school. Through various counselling and guidance initiatives, we seek to surround each student with the personal, social and academic support they need in order to thrive. Parents/guardians work in partnership with school counsellors to help their student be successful in school. The school counselling program ensures that parents are given the tool to help their student with his / her developmental, emotional and social needs. Parent/guardian support is vital to the success of all counselling endeavors.

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Mission Statements:

Aims to integrate a comprehensive school-counselling program into all aspects of school policy; with a strong emphasis on collaboration with students, staff and parents

The school-counselling program will ensure that students' welfare and safety is always prioritized

Will maintain a positive environment of trust and reassurance where students are encouraged to reach out for support

Each student is seen as a valuable member of his/her community and is treated with dignity and respect

Every opportunity is granted for students to be empowered, and encouraged to grow in an environment of compassion and equality

All students' ethnic and cultural diversity are considered in the design and delivery of school counselling services

Counselling policies and procedures will be followed in order to serve the students best interests

Confidentiality is key to the process of counselling and as such will be respected and maintained by all students and staff Guidelines for the Department

The Role of a School Counsellor:

Performs within the limitations of individual professional competence

Follows to ethical standards of the profession and relevant statutes established by the UAE government and regulatory organizations.

Maintains professional competence through educational, consultation and training experiences to improve awareness, knowledge, skills and effectiveness

Informs students, teachers and parents of the purposes, processes and goals of counselling at or before the time when the counselling relationship is entered

Maintains confidentiality of the students, staff and parents at all times- including the protection of personal information and record keeping

Will develop and maintain consistent and clear lines of communication with parents/guardians Partners Administrators (include the principal, vice principal and non-teaching staff)

PARTNERSHIPS

➤ Partnership with Teachers

Teachers are a valuable resource as they spend the most time with students and are able to provide key information and feedback, which is inevitable in counselling process. Henceforth, teachers work hand- in hand with counsellors to assess and monitor students' progress and well-being. Our talented, caring teachers foster our student's natural desire to learn. We believe in unlocking the endless potential that each every child holds within, and our focus is to help them grow and persevere, becoming the leaders of tomorrow.

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Partnerships with teachers enhance the learning process as counselling interventions are integrated with classroom and collaborates with the school counsellor on all student referrals to ensure that students' needs are assessed holistically.

➤ **Partnership with Parents**

Parents play an irrevocable role in the school-counselling program by addressing the concern of their little ones. Various opportunities are provided through which, students can benefit from the school-counselling program such as individual counselling, group counselling, workshops, and seminars. Parents/guardians work in partnership with school counsellors to help their student to be successful in school. The school counselling program ensures that parents are given the tool to help their student with his/her developmental, behavioral, emotional and social needs. Parent/guardian support is vital to the success of all counselling endeavors.

➤ **Partnership with SOD department**

SOD coordinator collaborates with the school counsellor on all student referrals to ensure that students' needs are assessed holistically. Counselling services are given to SOD students if and when required.

Counselling Services:

➤ **Individual counselling:**

The counselling center was designed to assist students to utilize their own resources for growth in self- understanding, planning, decision making and coping with their personal issues and handling academic challenges. Individual counselling provides children with the opportunity to explore feelings, thoughts and behaviors in a private, one- to -one setting with the counsellor. The individual counselling provides the opportunity to talk in private about anything that is of concern. The counsellor is there to assist in exploring choices and to support pupils to make their own decisions and will not be judgmental.

➤ **Group Counselling:**

When there are multiple students experiencing similar problem or issue, it can be helpful for them to be in a counselling group together. Group Counselling helps students build relationships and feel that they are not alone in their experience.

➤ **Career Guidance:**

It functions as a guide to students in planning their future from grades VIII-XII, by exploring their interest and opportunities and facilitating through the university admissions and selection process.

Confidentiality

Confidentiality, The Counsellor should keep an individual record for referred pupils. The file will contain the parental consent details (if applicable) or the referral from the class teacher, supervisor or self-referral. It also contains the number of sessions attended and a note of any follow up if necessary. All counselling related records are kept in a secure and private location. Access is granted to the Principal and the Counsellor. Each case referred to the counsellor is recorded and treated with confidentiality. It is important that the pupil understands the meaning of



confidentiality. Whatever has been discussed with the counsellor will be kept confidential except in very specific circumstances. All Counselling sessions are confidential, with the only exceptions being if there is a risk of harm to the student or another person. Any breach of confidentiality should be about the immediate situation and information should only be shared with those services that can provide appropriate and timely support to the pupil.

Counselling records are kept separately from school records. Parental Counselling is voluntary and parents/guardians reserve the right to consent to or decline counselling services for their child. Parents will not be granted access to counselling records, which are considered property of the counsellor/school. Parents/guardians of all students will be notified immediately if there is any concern regarding the safety of their child.

Referring to external resources:

If students require additional support outside the resources available at the school, they are referred to external resources such as psychologists, psychiatrists, doctors etc. following the consent of parents.

Training:

The counselling program offers /teachers, parents various opportunities to expand their scope of practice to include counselling. It would be helpful for them how to identify indicators for student concern (academic, emotional, behavior personal and social life) and how best to serve the counselling needs of our students.

Counselling Service provision - Practice and Procedures at IIS_:

Our Counselling and guidance center caters to the needs of students regarding any sphere of academic, behavioral and socio-psychological changes. The aim of the counselling process is to identify students at an initial stage and start working at the earliest for the early prognosis. Counselling helps in identifying the root cause of the problem, be it behavioral or familial or social. Our team consists of Counsellors, Social workers, Psychologists, Special Educator and a Student Welfare Officer .We collaborate and work together for the holistic development of each child by classifying their concerns.

At IISS any child with or without concerns are free to visit the counsellor. But there are certain series of steps to start up with an identification. A member of staff or parent who wish to refer must make a referral and there are self-referral as well. At times, counsellor meet the child directly if the child is around or depends upon the intensity of the case. Most of the times counsellor go for class observation if necessary, hence 'rapport' can be established with the pupils so that they are encouraged to express freely their ideas, views ,feeling and also their problems. As part of primary data collection the concern teacher must provide a classroom observation report. Other information would be carried out through various sources related to the child. Counsellor used to conduct parental meeting so as to discuss about the case history, medical and family history so as to figure out the underlying concerns. Parental counselling are also rendered along with guidance, suggestions and recommendations.



After identifying the root cause of the problem, individual counselling as well as group counselling takes place. Strategies and guidance are provided for the counselee so as to overcome as well as to cope with the problems. School counsellors use many different mediums to work with students in individual sessions. When there are multiple students experiencing similar problem or issue, it can be helpful for them to be in a counselling group together. Group counselling helps students build relationships and feel that they are not alone in their experience. Counselling sessions will be continued and student will be evaluated simultaneously with the feedback. Positive reinforcement is the major tool to motivate and to develop confidence as well as self-esteem.

Eventually, child will be assessed internally through multi-disciplinary approach as per the need by the school psychologists and if the students require additional support outside the resources available at the school, they are referred to any child guidance clinic for further assessment. The Counsellor and the psychologist go hand – in – hand for the optimum development of the child. Once internal assessment has been done and if child has found with special educational need, the counselling team will forward the case to the SOD department (Students of Determination).

After this continuous process of counselling, evaluation will be taken up. If the child has acquired the goals of counselling, or the pursued problem becomes more manageable or is resolved, after few follow ups the case will be terminated with the support of stakeholders feedback.

In this phase if any case still remains without a substantial changes or progress, the team will again move on for the root cause of the problem and further observation will be continued. As per the findings, counselling techniques will be modified and implemented for the overall development of the child. After the positive evaluation, the case will be terminated after the follow ups and feedback.

Review:

The number of sessions offered must be based on the need (Single session and multiple sessions) as part of the review process. A review of the counselling intervention will take place after a relevant number of sessions (Depending upon the case) and a decision made on whether it should continue. This review will involve an assessment of the pupil's progress, motivation to continue and whether there is useful work still to be done.

Prepared on : March 2018

Reviewed on : April 2022

Next review : April 2023


Dr. Manju Rej
Principal

