

ST EUPHEMIA COLLEGE

K-12



STUDENT COUNSELLING FILES POLICY AND GUIDELINES

2014

Student Counselling Files Policy and Procedures

1. Policy Statement

This Policy sets out the requirements for the establishment, use and storage of student counselling files at St Euphemia College.

Student counselling files are confidential records relating to psychological interventions with individual students by the School Counsellor.

2. Audience and applicability

This Policy applies to staff, external agencies, parents or caregivers and students. These requirements apply to all student counselling files.

3. Context/rationale

Student counselling files (hard copy and electronic) are kept in secure, locked storage in the School Counsellor's office.

Student counselling files are archived by the School for seven (7) years since last student contact or if the student is under the age of 18, files are retained until the student attains the age of 25 years. These files are strictly confidential and only accessed by the School Counsellor.

4. Roles and responsibilities

The School Counsellor is responsible for ensuring that all student records kept, including case notes, are maintained confidentially and in accordance with the *Privacy Amendment (Private Sector) Act 2000*, and in compliance with the *National Privacy Principles (NPP)*.

The School Counsellor is required to pass on information to the Principal/Director of Primary where there is a legal requirement to disclose information or where one or more individuals may experience serious harm if someone with the power to act is not informed. Information must be sufficient to inform action whilst maintaining the confidentiality of sensitive detail.

1. Requests for student information from external authorities will be referred to the Principal/Delegated Authority.
2. Student assessment reports completed by the School Counsellor will be forwarded to the Principal or Director of Primary before they are discussed with parents or caregivers.
3. The School Counsellor will provide the Principal and Director of Primary with a monthly report. Only a brief synopsis of the visit will be provided by the report.
4. Any requests for confidential information from parents or caregivers for students above the age of 14 will need to be approved by the Principal or Director of Primary.

5. Monitoring, evaluation and reporting requirements

The School Counsellor will monitor the implementation of this Policy and Procedures through regular audits of student counselling files and report to the Principal and Director of Primary as required.

6. Policy review

This Policy is in accordance with the *Privacy Amendment (Private Sector) Act 2000*, in compliance with the *National Privacy Principles (NPP)*, and the Australian Psychological Society (APS) Code of Ethics.

This Policy will be reviewed as required.