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| logotransyellowbluea***Referral process for students to access***  ***counselling with Asmitha Devanand 2020*** |
| In keeping with the importance Woodend Primary School places on student and family well-being, we are pleased to have Asmitha Devanand at Woodend for her professional experience in counselling this year.  Asmitha has completed a Bachelor of Psychological Science majoring in Neuroscience, a Graduate Diploma in Psychotherapy and Counselling and is currently studying a *Master of Counselling and Psychotherapy* at Tabor College. The course is accredited by the Psychotherapy and Counselling Federation of Australia and is carefully structured to ensure safe, effective and quality delivery of counselling practice.  Asmitha will be supervised by Tabor staff and will be monitored by Woodend Primary School’s Deputy Principal, Jane-Ann Natar. Asmitha loves building relationships with kids, listening to their stories and helping them discover strengths and strategies to grow. Asmitha will be available to provide counselling services to students, parents and other family members on Friday’s at Woodend Primary School. She will work out of the side room next to Room 2.  There is no fee for the service and there is the option for parents to withdraw their consent at any time. |
| **Referrals** for counselling with Asmitha can be made by parents/guardians or by staff at the school.   1. A referral for counselling will be made to Asmitha. 2. The Child Intake Form will be emailed to parents/guardians or a hard copy sent home with the student. 3. Once the intake form is completed it can be emailed directly to Asmitha or a hard copy delivered to the front office, which will be given to Asmitha in her pigeon hole. 4. Asmitha will negotiate an appropriate time for sessions with the classroom teacher. 5. Asmitha will contact parents directly to confirm a date to begin sessions. 6. Asmitha will confirm the session times with the student and negotiate whether they will meet her in the side room of Room 2 at the agreed time or whether Asmitha will collect them from the classroom and return them at the conclusion of the session. |
| **Parents** seeking a referral for their child to see Asmitha have 3 options for referral:   1. Email Asmitha directly at [Asmitha.Devanand281@schools.sa.edu.au](mailto:Asmitha.Devanand281@schools.sa.edu.au) 2. Speak to the classroom teacher, who would then make the referral. 3. Speak to a member of the leadership team, who would then make the referral. |
| **Staff** may refer a child/student to Asmitha after consultation with parent/guardian. Referrals can be made in the following ways:   * Email Asmitha directly at [Asmitha.Devanand281@schools.sa.edu.au](mailto:Asmitha.Devanand281@schools.sa.edu.au) * Leave a note in Asmitha’s pigeon hole. * Discuss the referral with Asmitha in person. |
| **Confidentiality** will be maintained between Asmitha, paretns/guardians and Woodend Primary School Deputy Principal, Jane-Ann Natar. The child’s teacher will also be informed of counselling. However, confidentiality must be waved and the appropriate authorities notified in situations which include the following:   1. The client is at risk of serious self-harm or of considering suicide 2. The client is at risk of harming another person or committing homicide 3. Abuse of children   **Note: Please be aware that on occasion, notes may be subpoenaed due to a court order.** |
| **Supervision:**  Asmitha’s counselling placement is supervised by staff at Tabor College. Asmitha and Jane-Ann will meet weekly to discuss the following:   * Which students are currently receiving counselling? * Any concerns the school should be aware of. * Any follow up that is required by the school for the benefit of the student. |