

POLICY OF COUNSELLING

AY 2023-24

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Policy created in October 2019

Policy Reviewed in April 2020, April 2021, April 2022 and April 2023

Policy to be reviewed again in April 2024

At The Indian Academy, Dubai, we are in line with The World Health Organization which defines Counseling like a well-focused process, limited in time and specific, which uses the interaction to help people deal with their problems and respond in a proper way to specific difficulties in order to develop new coping strategies. In school settings, the process of Counseling represents a valid intervention made of a quality interaction between the counselor and the counselee, characterized by the capacity of the counselor to empathize with the interior world of the counselee. The main purpose of counseling is to help the counselee amplify the vision of the specific situation and discover the proper potential in dealing with the conditions of disease, in order to promote a better quality of life. Our school-counselling program aims to be comprehensive in scope, preventative in design and developmental in nature.

Goals

- TIAD 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
- TIAD counselling program will maintain a positive environment of trust and reassurance where students are encouraged to reach out for support.

Codes of practice

- 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
- **Confidentiality** is key to the process of counselling and as such will be respected and maintained by all students and staff.

Services Provided:

The services provided under the counselling department can be categorized into counselling, career guidance, training and psychological assessment.

1. Student Counselling: The service is 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. Identification of student need can come from the teacher, parent, concerned adult in the student's life or the student himself. The counselling sessions are held in strict confidentiality. Counselling that takes place in the school can be divided into – individual and group.

Individual Counselling - is an interactive process, which facilitates meaningful understanding of the self and environment and/or clarification of goals and values for future behaviour. The student is assisted to cope with personal challenges they are facing. Group Counselling - counselling for more than two people. This would take place when there are classroom situations that require outside intervention. The students are encouraged to listen to, support and challenge each other and thus, learn to be open, constructive, and assertive and to experience how others see them. This normally takes place in the class time period.

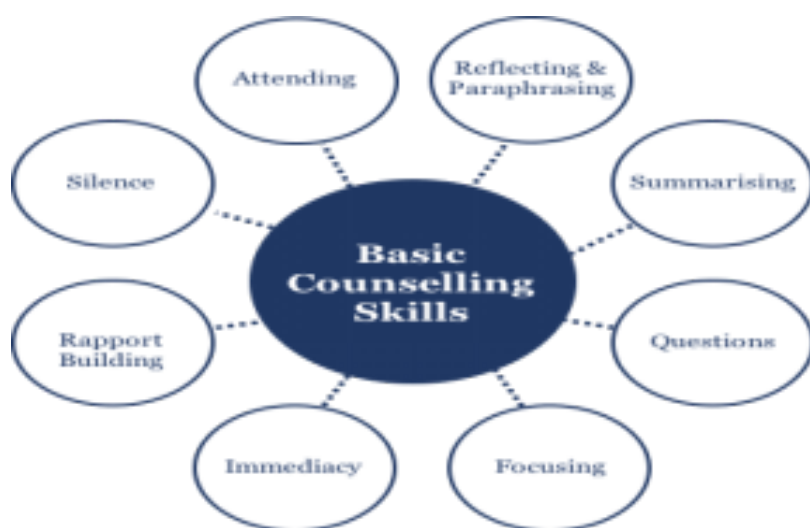
2. Career Guidance/Information Service: The service functions as a guide/ college/ career counselor to students in planning academic for years 8-12, exploring career interest and opportunities and guiding through the university admissions and selection process. Students are informed about career fairs taking place in the UAE and are encouraged to visit the same. Careful interpretation of the standardized test results such as CAT4, Internal assessments and marks, qualification of area of interest, personality, and family systems are analyzed to assist the students prepare for their career path. Having in great consideration that career starts from school and that we want our graduates to land on their most suited career path. The main function of the above is to provide as much information as possible on the widest range of options open to the student.

The counsellor will be familiar with

- a) The requirements of students, parents, pastoral structures and school administration
- b) The sources of useful information locally and internationally
- c) Systems for acquiring, storing and disseminating information e.g. an adequate careers library, appropriate student and parental access to pertinent useful information etc.
- d) Methods of processing and using information for the student in an integrated way e.g. making it clear,

understandable and student friendly. The goal of the information service is to help the student in decision making processes and problem solving.

Basic qualities of our counsellor:



3. Training: This aim of this service is to provide information for the improvement of the students' academic, emotional, personal and social life through workshops, lectures or presentations. Teachers are also provided with training sessions on helping the students to have access to a healthy and wholesome life. They are also provided with tips on identifying students who may be struggling with self-esteem and acceptance issues

Information Distribution

Keeping the services in mind, it is important that all the students, parents as well as the teaching and non-teaching staff are informed of the facilities available in the school. This information is disseminated as follows:

Information for Students

With regard to the counselling service, each class is informed or reminded at the beginning of the school year, during their orientation (School planner), of the school counselling service. They are provided with a Call Slip to be provided to the teacher for the class they are missing.

Information for Parents

The parents are also made to feel free and welcome to come and visit the guidance counsellor. The school diary provides the parents with information regarding contact information for the counsellor and an appointment is made via a phone call. Phone calls from parents over a concern are also accommodated. Also, as part of overall school information dissemination e.g. school notices and parent- teacher meetings, parent orientation days, information regarding guidance and counselling is made

available as required.

Information for Staff Member

All staff members are oriented regarding the services provided by the counselling department during teacher meeting and orientation programs. They are particularly informed with regard to students who are under their care and have educational, physical, social, behavioural problems. The counsellor makes available all relevant information about students to the teaching staff. This includes tips for classroom management and access to useful website links.

Community members such as the religious of our parish, psychologists, psychiatrists and other medical/educational professionals partner with the school in a variety of ways, providing workshops, assessments and consultations that contribute to students' development.

Confidentiality Counselling folder/paperwork



All counselling related records are kept in a secure and private location. Access is granted to the Principal, Inclusion champion and Counsellor. Each case referred to the counsellor is recorded and treated with confidentiality. Counselling records are kept separately from school records unless noted otherwise by school policy. Parental consent/ access to counselling records Parents and guardians of students of grades 1-7 will be notified if the counsellor is to provide individual/group counselling for their child. 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.

Team Work

The counselling department is part of an overall educational team which includes subject teachers, class teachers, department heads, Principal, activity teachers, Furthermore, the counsellor, in conjunction with staff and management, will be central to and supportive of pastoral teams and policies which attempt comprehensively to deal with in school issues such as anti-bullying, substance abuse, crisis response, bereavement, child protection etc. All the information should be shared with Inclusion

champion. Inclusion Champion collaborates with the school counsellor on all student referrals to ensure that students' needs are assessed holistically. In many cases SOD also require counselling services in addition Special support.

Focus Areas for Student Academic, Career and Personal/ Social Development	
Grades	Focus
1-4	<ul style="list-style-type: none"> ✓ Classroom behavior ✓ Good Manners ✓ Awareness about bullying ✓ Moral Values ✓ Understanding emotions
Grade 5-8	<ul style="list-style-type: none"> ✓ Establishing Effective relationships ✓ Stress Management ✓ How to overcome Exam Stress ✓ How to deal with past unhappy memories ✓ How to face strange situations (safety) ✓ Cleanliness ✓ Awareness about bullying
Grade 9-11	<ul style="list-style-type: none"> ✓ Career Exploration and Guidance ✓ Establishing Effective relationships ✓ Stress Management ✓ How to overcome Exam Stress ✓ How to deal with past miserable memories ✓ Developing life skills

Regards,

Shiny Davison

SHINY DAVISON

Principal