1. **APPOINTMENTS**

1.1 Our Wellbeing Centre is available to all staff, students and families of the College. From 2014, access to these services will be primarily by appointment. This can be done by email, phone or direct contact with Wellbeing staff.

1.2 **Students**
   - Once you have made a booking the counsellor you have requested to see will place a paper pass in your Homeroom roll on the day of your appointment.
   - Please present this pass to your classroom teacher when it is time for your appointment. Only the person whose name is on the pass may attend the appointment. If you do not have an appointment and need to urgently see a counsellor please contact your Homeroom teacher/House Leader or the First Aid Officer on duty.

1.3 Students should only be in the Wellbeing Centre at their scheduled appointment time, students are expected to be in your scheduled lessons at all other times.

1.4 The counsellor that sees the student will place an electronic pass on SIMON to record their attendance.

2. **REFERRALS**

2.1 We strongly encourage staff to use a hard copy of the referral form (Appendix 1) to refer students to Wellbeing. This improves communication channels, ensures that issues are addressed efficiently and assists greatly with record keeping.

2.2 Any member of staff can refer a student to Wellbeing. It is assumed that prior discussion with relevant others will have taken place before the referral is made. Once the referral is made a member of the Wellbeing staff will be allocated to address the concerns. An acceptance of the referral will be sent to the reporting staff member.
WELLBEING REFERRAL FORM

Name of Referring Person: ____________________________________ Date: __________________
Name of Person being referred: _____________________________ Homeroom: ______________
Your relationship with this person: ______________________________________________________

Briefly describe your concern:

____________________________________________________________________________________

Are you aware of others who share your concern?

____________________________________________________________________________________

Has any contact been made with the homeroom teacher or parents or others?

____________________________________________________________________________________

WELLBEING USE ONLY

Wellbeing staff allocated: ________________________________ Referee notified? Yes / No
Person noted on Master File: ______________________________

Wellbeing alert required: Yes / No Wellbeing alert completed: Yes / No
Referral required: Yes / No Date referral completed: ______________
Parental notification: Yes / No Date of notification: ________________