



Policy Number:	STUDENT 28
Policy Name:	Wellbeing Procedures Policy
Contact Officer:	Deputy Principal
Date Approved by Leadership:	May 9, 2018
Date of Next Review:	May 2021
Related Policies:	Pastoral Care Policy Mandatory Reporting Policy Student Behaviour Support Policy Child Protection and Mandatory Reporting Harassment and Bullying Policy

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 1359*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

Further information relating to the Ministerial Order can be found at <https://www.safeguardingservices.com.au/wp-content/uploads/2022/02/Ministerial-Order-1359.pdf>

1. APPOINTMENTS

1.1 The St Joseph's College Wellbeing Services at the Mercy Campus and Enright Campus (which also provides support for students at the VCAL Precinct) are available to all staff, students and families of the College. Access to these services is primarily by appointment, however emergency contact can be made through First Aid or the Director of Students when required.

1.2 Appointments can be made by email (wellbeing@sjcmda.vic.edu.au), phone or direct contact with Wellbeing staff. Wellbeing staff will confirm all appointments via email. Students requesting to see Wellbeing without an appointment must attend First Aid, where they will receive a preliminary assessment and contact will be made with Wellbeing as the needs of individuals are determined.

1.3 Students are not permitted to attend Wellbeing without an appointment. Students are only to be in the Wellbeing areas when under the direct supervision of Wellbeing staff. The Wellbeing Centres are staffed by qualified counsellors.

1.4 Student Procedure

- Once the student has made a booking, the counsellor they have requested to see will place a paper pass in the student's Homeroom roll on the day of the appointment.
- Students need to present the pass to their classroom teacher when it is time for their appointment. Only the person whose name is on the pass may attend the appointment.

- If a student does not have an appointment and needs to urgently see a counsellor, they should contact their Homeroom Teacher/House Leader or the First Aid Officer on duty.
- Students should only be in the Wellbeing Centre at their scheduled appointment time, students are expected to be in their scheduled lessons at all other times.

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

2. REFERRALS

2.1 Staff are strongly encouraged to use a hard copy of the current 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 SERVICES REFERRAL FORM

Name of Referring Person: _____ Date: _____

Name of Student being referred: _____ Homeroom: _____

Year Level: _____ Your relationship with this Student: _____

House Leader: _____ Homeroom Teacher: _____

****Students are only to be referred after consultation with the Homeroom Teacher and House Leader****

The student must be notified of the referral before submitting form to Wellbeing Services.

Has the student been notified of referral?

YES NO

Describe your concerns for the wellbeing of the student:

Are you aware of others who share your concern? Please briefly describe:

Has any contact or discussed occurred with other teachers and/or parents/guardians? Please briefly describe:

Homeroom teacher to discuss with House Leader. Please briefly describe the action plan below:



WELLBEING SERVICES REFERRAL FORM

WELLBEING SERVICES USE ONLY

Date of Triage: _____

Wellbeing Services Staff Member Allocated: _____

Immediate Action Plan by Wellbeing Staff Member:

Outside Referral required?

YES NO

Date of referral completed: _____

Agency and Contact Information:

Referral added to master Wellbeing spread sheet?

YES NO