



COUNSELLING POLICY

2017 -2018





Counselling Policy- Version 1.0

The counselling program at Amity School- Dubai is designed to assist child in making the most of his or her educational experience. This includes his/her emotional well-being, academic progress, and personal and social development.

Deepali Dabas

Counsellor

Amity School- Dubai

Srinivas Naidu

Founding Principal

Amity School- Dubai

Date: - 10th April 2017

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Document History

Draft

Name	Designation	Date	Version No.	Revision Description
Ms. Deepali Dabas	Counsellor	10 th April 2017	1.0	

Review

Name	Designation	Date	Version No.	Revision Description
Mr. Srinivas Naidu	Founding Principal	10 th April 2017	1.0	

Approval

Name	Designation	Date	Version No.	Revision Description
Dr. Vajahat Hussain	CEO	15 th June 2017	1.0	

- To obtain referral from teacher / parent / student / Principal / Headmaster / Head of Sections / Supervisors/ Clinic.
- Consent will be received from concerned authorities/ parents to review case.
- Consent of parents obtained, if in-house remedial support / counselling sessions are required for the student.
- Methods to identify the potential cause.
 - Parent Meeting
 - Classroom Observation
 - Teachers Observation
 - Individual Student Sessions
 - External referral for psycho educational assessments, if required.
 - Medical reports, if required.
- Required intervention (Individual session/ Team work) will be planned.
- Involves understanding existing individual responsibility and accountability towards the student/ students.
- Case specific strategies are discussed with parents to be implemented at home.
- Counsellor, Principal and Supervisor concerned will be informed in case of high risk cases, where breaking the code of confidentiality may be required for the safety of the student/ individual involved.
- Documenting and maintaining records of meetings, sessions and incidents clearly on the set formats available in the department will be required.
- Students' progress will be constantly monitored by the Counselling Department.
- Feedback will be received from the concerned teachers and parents. Record of the feedback received will be maintained simultaneously.