# WAKEFIELD SCHOOL
## SCHOOL COUNSELLOR PERMISSION 2026

The Wakefield School counsellor advises and supports students, staff, and parents / guardians. Sometimes the school counsellor provides educational, emotional, or behavioural assessments to help plan appropriate ongoing support for students.

A signed permission note is required every year before the school counsellor can see a student. The school counsellor will discuss with the parent/guardian what the specific school counsellor involvement will include for an individual student, prior to seeing a student. For some students, this may involve having a chat with them, skill building and/or setting up a plan to best support them at school. For others this might involve testing and/or observations to determine how best the school can meet their needs. If testing is required parents/guardians are kept informed throughout the process and, after a written report has been finalised, feedback will be provided to the parent/carer and the class teacher. The school counsellor does not take the place of external practitioner support (i.e., psychologists, doctors). Permission for school counsellor involvement can be withdrawn at any time by letting the school counsellor know directly.

The school counsellor may not be able to assist with areas outside their knowledge or training, if this is the case the school counsellor will attempt to direct the family to appropriate external services. All school counselling information is kept securely on the department of education online school counsellor records. No reports are shared with outside agencies without parent/guardian permission.

Information may be shared with other agencies, staff members or practitioners without parent/guardian or student permission under the following circumstances:

- There is risk of harm to an individual or group, that can be prevented by sharing the information.
- Information is shared to promote the safety, welfare and wellbeing of vulnerable children, young people and their families under Chapter 16A of the Children and Young Persons Act 1998.
- Information falls under mandatory reporting (a legal requirement of professionals working with young people)
- Information is subpoenaed (officially requested) by a court of law.

It is not compulsory to give consent for school counsellor involvement, but providing permission will help the school to work in the best interest of students. **If you agree for your student to be referred to the Wakefield school counsellor, please complete and sign the 'referral to school counsellor/school psychologist' form (other side of this page) and return it to Wakefield School.** (Please note, a referral to the school counsellor does not guarantee school counsellor involvement.) Any questions or concerns please contact Wakefield School and request to speak to the school counsellor.

The school counsellor at Wakefield for 2025 is Eleni Caldis (Mondays and even week Tuesdays).

# Exchange of information

## School Counselling Service

Students in NSW public schools have access to psychological support through the School Counselling Service. The School Counselling Service provides counselling, psychological assessment and intervention services for students from pre-school to Year 12. They work alongside families, school staff, and other professionals to support the learning, mental health and wellbeing needs of students.

**Privacy and confidentiality**

Confidential information is stored in a secure electronic system that complies with Australian privacy principles and will not be shared with others without your permission, or unless required by law or to prevent serious risk to safety or wellbeing. Any personal or health information provided during counselling services will be handled in accordance with relevant legislation including the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW) and the NSW Department of Education's Privacy Standards.

**Consent**

I give consent for the **NSW Department of Education – School Counselling Service** to exchange information about:

Student name:

Date of birth:

With the following organisations and/or professionals:

All information will be treated in a confidential manner with due regard for privacy issues. Information exchanged will be used for planning and accessing appropriate support at school.

Parent/carer name:

Date:

Signature:

**Telephone interpreter service**

If you would like more information, please call the school. If you need an interpreter to assist with your enquiry, please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. Tell the operator the phone number you want to call, and the operator will get an interpreter on the line to assist you with the conversation. You will not be charged for this service.

NSW Department of Education

# Parent or carer consent form

## School Counselling Service

**Student's name:**

**School:**

**Date of birth:** **Year/Grade:** **Date of referral:**

Dear Parent/Carer,

Students in NSW public schools have access to psychological support through the School Counselling Service. The School Counselling Service provides counselling, psychological assessment and intervention services for students from pre-school to Year 12. They work alongside families, school staff, and other professionals to support the learning, mental health and wellbeing needs of students.

All school counselling staff have post-graduate psychology training and apply their expertise in mental health, learning, and behaviour to help children and young people succeed academically, socially, behaviourally, and emotionally.

School counselling staff can:

- provide counselling for students
- assess student learning and mental health needs
- work collaboratively with teachers and specialist staff
- help families to understand and manage their children's learning and mental health needs
- liaise with external agencies and mental health professionals to provide coordinated support for individual students.

When working with students, parents or carers and teachers, school counselling staff will explain how they work, and listen carefully to the information that is shared with them. It is important that students, parents or carers understand the nature of these services and that participation is voluntary. We encourage you to ask for further information from staff as required.

**Privacy and confidentiality**

School counselling staff provide confidential psychological support for students and are bound by rules of professional and ethical conduct. To continually develop their capabilities, school counselling staff are required to engage in regular supervision with other school counselling staff, including their supervisor, and may discuss your child to receive feedback and guidance.

Confidential information is stored in a secure electronic system that complies with Australian privacy principles and will not be shared with others without your permission unless required by law or to prevent serious risk to safety or wellbeing. Any personal or health information provided during counselling services will be handled in accordance with relevant legislation including the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW) and the NSW Department of Education's Privacy Standards.

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**Consent**
Your consent is required for school counselling staff to proceed with the assessment and/or intervention. If you would like to proceed with this referral, please complete the written consent section below:

*I, as parent / authorised carer of the student, have **read, understood, and agree** to the information contained in this document. **I give consent** for the school counselling staff to:*

☐ *Conduct an assessment of the student that they have discussed with me*

☐ *Provide counselling and/or other interventions that they have discussed with me*

☐ *Exchange information with the organisations and/or professionals listed below:*

*I understand that school counselling staff will collect, use and securely store information about my child and any information I provide for the purposes of the service.*

*I understand that my consent remains active for the duration of this assessment process and/or counselling intervention. I understand that I can change or withdraw my consent at any time by contacting the school counselling staff.*

Parent/carer name:

Date:

Parent/carer signature:

**School counselling staff contact information**

Name(s):

Role(s):

School phone number:

Email(s):

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