



## BUDAPEST BRITISH INTERNATIONAL ACADEMY SCHOOL COUNSELLING POLICY

### 1. Introduction

The purpose of this Counselling Policy is to outline the role and responsibilities of the school counsellor in BBIA, a British International School. It is designed to provide guidance on how the school counselling program is structured and to ensure that the well-being of students is a top priority in our school.

**BBIA Student Counsellor:** Mrs. Elena Zakharova, licensed psychologist

### 2. School Counsellor's Role and Responsibilities

#### 2.1 Role of the School Counsellor

The school counsellor at BBIA plays a vital role in promoting the academic, social, emotional, and psychological well-being of students. The school counsellor will work with students, parents, teachers, and other staff members to create a supportive and inclusive school environment.

#### 2.2 Responsibilities of the School Counsellor

The school counsellor's responsibilities include:

- a. Providing individual and group counselling services to students to address academic, personal, and emotional concerns.
- b. Collaborating with teachers, parents, and administrators to identify and support students' needs.
- c. Conducting assessments and evaluations of students' emotional and psychological well-being.
- d. Promoting positive mental health and well-being through awareness campaigns, workshops, and training sessions.
- e. Supporting students in crisis or with special needs, including referrals to external resources when necessary.
- f. Maintaining confidentiality and ethical standards in all counselling interactions.
- g. Keeping records of counselling sessions and ensuring data security and privacy.
- h. Participating in professional development and staying current with best practices in counselling.
- i. Advocating for a safe and inclusive school environment that values diversity and promotes respect and empathy.

### 3. Confidentiality



Confidentiality is a fundamental aspect of the counselling process. The school counsellor at BBIA is committed to maintaining strict confidentiality regarding all counselling interactions. Information shared by students in counselling sessions will not be disclosed to anyone without the student's explicit consent, except in cases where there is a risk to the student's safety or the safety of others, in accordance with legal and ethical guidelines.

#### **4. Accessibility**

The school counsellor will be accessible to all students and will make an effort to accommodate students' schedules to ensure that counselling services are readily available. The school will communicate the contact information for the counsellor to students, parents, and staff.

#### **5. Reporting**

The school counsellor will periodically report to the school administration on the well-being of the student body and the effectiveness of the counselling program. Any significant concerns, trends, or recommendations for improvements will be communicated to the relevant stakeholders.

#### **6. Evaluation**

The effectiveness of the school counselling program will be regularly evaluated, and feedback from students, parents, and staff will be used to make necessary adjustments to the program.

#### **7. Review and Revision**

This Counsellor Policy will be reviewed annually and revised as needed to ensure it remains aligned with the goals and values of BBIA.

The school counsellor at BBIA will provide a vital service to support the holistic well-being of our students, ensuring they thrive academically, socially, and emotionally. This policy aims to guide and govern the role of the school counsellor, prioritizing confidentiality, accessibility, and a nurturing, inclusive school environment.

