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**Scope:** This collection notice applies to all schools, colleges, kindergartens and outside school hours care services (referred to as **school** in the document) conducted by Catholic Education - Diocese of Rockhampton (referred to as Catholic Education in the document).

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## Disclosure Statement to Students Accessing Counselling

### Things you should know about counselling services

The school provides counselling services for its students as part of its pastoral care program. These are provided through counsellors employed by the School.

Students are encouraged to make use of these services if they need assistance. There are however a number of things that students and their parents should know before using the counselling service.

1. Records will be made of counselling sessions and because the counsellor is an employee, those records belong to the school, not the counsellor.
2. The school is very conscious of the need for confidentiality between counsellor and student. However at times it may be necessary for the Counsellor to divulge the contents of discussions or records to the Principal if the Principal or the Counsellor considers it necessary for the student's welfare to discharge the school's duty of care to the student.
3. It is also possible that the Principal may need to disclose aspects of discussions with counsellors to others in order to assist the student.
4. Where a disclosure is made it would be limited to those who need to know, unless the student consents to some wider disclosure.

We emphasise that disclosures (if any) would be very limited. However if a student is not prepared to use the counselling services on the basis set out above the student will need to obtain counselling services from outside the school.