


<b>Administrative Procedure</b>		
<b>Referral for Counselling and Social Workers Services</b>		
	<b>Department:</b>	<b>Student Services</b>
	<b>Approved by:</b>	<b>Leadership Council</b>
	<b>Date Approved:</b>	<b>March 4, 2024</b>
	<b>Revision Date(s):</b>	
	<b>Review Date:</b>	
	<b>External References</b>	
	<ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> </ul>	
<b>Internal References</b>		
<ul style="list-style-type: none"> <li>• Student Conduct AP – Appendix A – Student Conduct Support Protocol</li> <li>• Student Discipline AP</li> <li>• Form – Referral to Social Worker</li> <li>• Social Worker Contact Log</li> </ul>		

**Purpose**

- This administrative procedure outlines the steps and guidelines for referring students to counselling services at Saskatchewan Distance Learning Centre (Sask DLC).

**Scope**

- This procedure applies to all students enrolled in Sask DLC programs and courses, as well as Sask DLC staff involved in the referral process.

**Policy Statement**

- Sask DLC is committed to fostering a supportive and inclusive learning environment where students can thrive academically and emotionally.
- Section 191 of *The Education Act, 1995* allows Sask DLC to provide counselling services for educational advice and psychological services necessary to the growth, development, and well-being of its students.

**Procedures:**

1. Accessing Supports
  - a) A referral to a Social Worker for the purposes of counselling can be initiated by a teacher, campus principal, parent/guardian, support services personnel or by the student.
  - b) In all instances, initial contact is made directly with the Social Worker, who will conduct an intake interview, complete the form “Referral to Social Worker” and obtain the necessary consent.
  - c) Parental consent in writing is required after the initial intake interview for all students under the age of 16.