Administrative Procedure Referral for Counselling and Social Workers Services		
	Department:	**Student Services**
	Approved by:	**Leadership Council**
	Date Approved:	**March 4, 2024**
	Revision Date(s):	
	Review Date:	
	External References • *The Education Act, 1995*	
	Internal References • Student Conduct AP – Appendix A – Student Conduct Support Protocol • Student Discipline AP • Social Worker Contact Log	

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 at socialworkers@saskDLC.ca. The Social Worker will conduct an intake interview, complete the necessary documentation 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.