



Life Empowerment Awards for Schools 2018 -19



- *Promotion & Recognition of Holistic Development in Schools* -

BEST PRACTICES IN PROMOTING **EXCELLENCE IN COUNSELING SERVICES IN SCHOOLS**

Assessment Criteria

Desired Outcome: The school has a well defined Vision and Mission Statement for promoting counseling services not only as a recourse to crisis management, but more importantly as an approach to empower students for taking appropriate decisions in respect of various aspects of their lives. It perceives counseling services not only as a means to address the problems of selected students related to their emotional distress and behavioural difficulties or career options, but also as an integral part of methodology of curriculum transaction. Therefore, all the teachers, and not only the counselor(s) in the school, are well-equipped with the ability to use counseling as an integral part of pedagogy for transaction of curriculum in both scholastic and co-scholastic areas. Besides, parents and other stakeholders also are sensitized to interact with their children appropriately.

The Implementation procedure is well in place. There is scope for providing opportunities to students to empower them and other stakeholders for appreciating the significance of counseling services leading to an enhanced state of wellbeing. The school appreciates diversity and ensures that counseling is used for all students across the board to participate in building a health promoting school, through ensuring inter-alia the mental wellbeing of students.

Assessment Criteria

- **Vision**
- **Policy**
- **Annual Calendar Plan**
- **Inclusivity**
- **Counseling Services**
- **Infrastructure**
- **Human Resources**
- **Innovative Practices**
- **Safety & Security**
- **Stakeholders**
- **Leadership**

Components of the Criteria

- **Vision:** The School has a well defined vision reflecting the need for counselling services to be used not only as a corrective measure for cases that need crisis management but also as an integral part of pedagogy for transaction of curriculum. It also reflects the need of appreciation of its significance by all stakeholders.
- **Policy:** The school has a clear policy on the implementation of the Vision according to the Standard Operating Procedure (SOP) across the board.
- **Annual Calendar Plan:** The school has a well documented Annual Calendar Plan (ACP) reflecting all elements of distribution of time and activities for realisation of the elements related to Counselling that are reflected in the Vision and Policy. The Time Table being an integral part of the ACP reflects the distribution of activities that involve all stakeholders.
- **Inclusivity :** The Annual Calendar Plan reflects counseling services for:
 - Differently-abled children
 - Promoting gender sensitivity
 - General and Specific Counselling programmes
 - Sustainability of life skills, value education and other programs as integral part of curriculum transaction
- **Counseling Approaches:**
 - i) Provisions for preventive & corrective counseling services
 - ii) Effective implementation & documentation of the services
 - iii) Well defined protocols for crisis management
 - iv) Integration of counseling as an integral part of the methodology of curriculum transaction in both scholastic and co-scholastic domains
 - v) Counselling to be age appropriate and across the board
 - vi) Provision for Counseling Services for all stakeholders
- **Infrastructure:**
 - i) Separate specific room(s)/ space(s) for preventive/corrective counseling/ choice of careers/ resource cell
 - ii) Optimal use of spaces & equipment for orientation and training
 - iii) Maintenance of the counselling room(s)/ space(s), display of counselling materials
 - iv) Documentation
- **Human Resources:**
 - i) Adequate, appropriate and qualified counsellor(s), (one or more than one(as per the number of students), who are equipped to handle preventive as well as corrective counselling and have facilities to deal with crisis situations
 - ii) Orientation & in-service programs for counsellors and stakeholders
 - iii) Orientation of teacher counselor(s) and all teachers of the school
 - iv) Involvement of parents, students, peer educators and community in creating a conducive environment for counseling
- **Innovative Practices:**

- i) Correlation of counselling and wellbeing with real life
- ii) Opportunities for self expression
- iii) Exhibition of students' work and performances
- iv) Appreciation of counselling and wellbeing in India and in context of the International scenario
- v) Promotion of counselling and wellbeing activity/ activities done differently
- vi) Use of different mediums as preventive and corrective measures (dance, music, sports, theatre, ICT)
- vii) Involvement of community
- viii) Encouragement of the role of peer educators
- ix) Orientation strategy (ies) for New Age Parenting.

- **Safety & Security:**

- i. Awareness of
 - a) Cyber Laws
 - b) Juvenile Justice Act
 - c) Vishakha Guidelines
 - d) RTE
 - e) POCSO
 - f) Ethics in counseling and guidance
 - g) Medical provision
- ii. Committees on :
 - a) POCSO
 - b) Anti-Bullying
 - c) Sexual harassment at work place
 - d) Health & wellness
- iii. Standard Operating Procedures – Preventive & corrective counselling for Students, Staff, Parents & the Community.
- iv. Adequate display of safety guidelines, important phone numbers, helpline, etc.
- **Stakeholders:** Involvement of all stakeholders (Parents, Teachers, Students, School management, Non teaching Staff, Alumni and the Community) in promoting counselling services to ensure the well being (minimum 2 for parents, 1 for alumni, 2 for teachers and 4 for peer educators)
- **Leadership:** The Head of the school is involved in the planning, implementation, monitoring, reviewing mentoring, and promoting counselling services by involving all stakeholders. The Head of School also ensures the orientation of other teachers, availability and accessibility of the needed infrastructure, equipment and human resources. The Head of School is a visionary person, ensuring that students and staff of the school have awareness of related laws and needed committees and they lead a healthy and positive life style and students are physically and emotionally healthy.