

# STELLA MARIS CATHOLIC SCHOOL

## Employee Assistance Program (EAP) Policy

**Manaakitia mai a tatou kura mahita, nga kaiarahi I a tatou tamariki, I nga mokopuna me te iwi.**

**Look after our teachers, the counsellors of our children, grandchildren and the people.**

### Purpose

1. To provide access to confidential, professional assistance for all staff through the Employee Assistance Programme (EAP), assisting staff who are experiencing personal difficulties, to meet required performance levels.

### Procedures

1. Engage the services of EAP Services Ltd – a personal Counselling service. contactable on: 09 358 2110.
2. Provide information to ensure all staff are aware of the services which are available to them and the methods by which contact can be made with the provider which are:

#### (a) Self Referral

Where the staff member has personal problems, which they want to discuss in a private and confidential setting he/she can self refer to the Employment Assistance Programme.

#### (b) Suggested Referral

Although the Employee Assistance Program is designed to encourage self-referral, there may be occasions where it becomes necessary for supervisors to assist staff by offering the option of counselling to those who may need it.

Other colleagues may become aware of developing situations where the program could benefit fellow staff members and may suggest self-referral at an early stage, before a problem develops.

#### (c) Stella Maris Referral (By the school)

This may occur when work performance is affected and referral is recommended by the Principal or Associate Principal. In all instances details of conversations between employees and counsellors remain private and confidential.

3. The school will meet the cost of up to three counselling sessions.
4. The EAP is open to all staff on a voluntary basis.

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5. All discussions and records of involvement in the EAP will remain confidential with the exception of administrative requirements (eg: leave records and medical certificates). All counselling information will remain confidential to the staff member and the counsellor unless the staff member gives written consent for its release.
  
6. General enquiries can be either directed to the Principal or Associate Principals.
  
7. The provider will provide services both during work time and out of school hours. The arrangements for taking time off during school hours will be made in agreement with the Principal in line with the current collective agreement.