

STUDENT COUNSELING AND SUPPORT INTERNAL CONTROL QUESTIONNAIRE

Introduction

Statistics indicate that suicide amongst students is on the increase. There could be several reasons for this, such as family circumstances or even peer pressure. Therefore, it is vital that educational institutions have a robust system in place for counseling and support.

Question	Yes	No	N/A	Comments
Student Support <ul style="list-style-type: none"> • Does the institution have a student support or guidance service? • How well publicized is this? • Are leaflet produced detailing the functions of this service? • Are new students providing details of this service as part of their induction? • What guidance is provided about suicide? • Is guidance provided via telephone or on the institution's intranet? 				
Mentors <ul style="list-style-type: none"> • When students start at the institution, are they allocated a personal tutor or mentor? • If the student is experiencing problems with say achieving grades in work, are they interviewed about the cause? • If the mentor is concerned about the student, is there process of referral to a counselor? 				
Counselors <ul style="list-style-type: none"> • What is the time period between a referral by a mentor and a meeting with a counselor? • Are records kept of the meeting? • What kind of monitoring is undertaken by the counselor/mentor on the student to ensure that the student overcomes the problem? • Are counselors provided with training? 				
Handling Calls <ul style="list-style-type: none"> • Is there any guidance on how to handle a call from a suicidal individual? • Is there a special hotline for the person to ring? • Are they allocated a number to 				

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ensure anonymity?				
Lists				
<ul style="list-style-type: none">• Does the educational institution provide a list of approved counselors and therapists?• Is there any guidance on how to choose a competent counselor?				