



Colaiste Phobal Roscrea

One-to-One Guidance Counselling Procedure

General

The guidance counsellor is a fully qualified guidance counsellor.

The guidance counsellor is a full member of the teaching council and hence garda vetted.

The guidance counsellor is a full member of the Institute of Guidance Counsellors (IGC) and is available to attend five sessions of Supervision through the IGC each academic year.

The guidance counsellor provides a list of students to the principal each week detailing who they met on a one-to-one basis.

All one-to-one meetings with students take place in the guidance counselling office.

Any concerns that the guidance counsellor has regarding the safety of a student is discussed with the principal (also the Designated Liaison Person, DLP) as a matter of urgency. If the principal is unavailable, the issue will be discussed with the DDLP.

The guidance counsellor is trained in psychometric testing (Level A).

The guidance counsellor shall undertake professional development activities to satisfy eligibility for membership of the IGC and of other professional bodies to which they subscribe.

Referral

Students may be referred to the guidance counsellor through the following avenues:

1. Students may self-refer
2. A student may be referred through the student support team
3. A student may be referred through a class tutor/year head
4. A student may be referred through the principal or vice principal
5. A student may be referred by a parent

Contracting

In general, the guidance counsellor should consider giving the following information, as appropriate, to clients before the process of undertaking any guidance counselling activity, mindful of client diversity, including gender, culture, age and ability:

- The guidance counsellor's role
- Qualifications, areas of expertise and relevant limitations
- The nature of guidance counselling activities involved and the reasons for undertaking them and the benefits to the client in the case of counselling
- Any referral options which may benefit the client, where any presenting issue is beyond the guidance counsellors current level of competency
- Confidentiality in the counselling process and the limits of confidentiality
- The clients right to engage in and withdraw from involvement in the process at any stage

Confidentiality

Guidance counsellors have a responsibility to inform prospective clients of the extent and limitations of confidentiality with respect to the anticipated guidance counselling service. Clients should be informed of the limits of confidentiality where information about them may be shared. If issues of safety override those of confidentiality, the principal will be informed and a plan put

in place. If the principal is unavailable, the issue will be discussed with the vice-principal. If the guidance counsellor has a concern around child protection, the concern will be discussed with the DLP as a matter of urgency.

Competence

The guidance counsellor is responsible for competence maintenance, is aware of their area of competence and offers services within their area of training and expertise. Good ethical practice requires that a guidance counsellor consults on areas of concern or doubt. The guidance counsellor refrains from offering any service which is likely to cause harm to the client. The guidance counsellor is prepared to refer on those cases which are beyond their area of expertise or training.

Record Keeping and Access to Records

All written records are kept in a locked filing cabinet in the guidance counselling office. All digital records are password protected. When making or keeping records, care should be taken to distinguish between fact, observation and opinion and, to include only such information as is required for the purpose of professional involvement with the client. Where a decision is made, the basis for the decision is noted. Statutory responsibility with regard to records applies to all media, whether written hardcopy, electronic or digitally recorded.

Adoption and Communication

The Board of Management adopted these procedures at a meeting on March 8th 2018 and they are available on the school website.