

Coláiste Phobal Ros Cré



ONE-TO-ONE COUNSELLING PROCEDURES

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Coláiste Phobal Ros Cré

One-to-One Guidance Counselling Procedure

Mission Statement

Our mission statement is committed to:

- Recognising the worth of the whole individual
- Educating students in a caring environment
- Promoting our cultural heritage
- Preparing our students for a meaningful and spiritual life
- Contributing to the life of the whole community.

Rationale

Guidance counselling is a significant resource for our students in Coláiste Phobal Ros Cré that aims “to help students develop an awareness and acceptance of their talents and abilities, to explore possibilities and opportunities, to grow in independence and to take responsibility for themselves, to make informed choices about their lives and to follow through on these choices.” (Education Act, 1998; p4) As such the work of the guidance counsellor is integral to the development of our students and is multi-faceted, ranging from whole school initiatives, teaching class groups and to one-to-one counselling as outlined in the Whole School Guidance Plan.

When delivering One to One guidance, the safety and protection of all our students and staff is of the utmost importance and therefore the following procedures and guidance must be followed.

General

Procedure;	Because;
The guidance counsellor is a fully qualified (or in training to be) guidance counsellor.	This ensures our students have access to appropriate and fully trained counsellors; experienced and supervised, to guide them through their time in Coláiste Phobal and beyond.
The Guidance Counsellor has full membership of the teaching council, and their Garda Vetting requirements met.	All our teaching staff are members of the teaching council and therefore must adhere to the Teaching Councils Code of Professional Conduct. This also requires them to ensure they regularly update their Garda Vetting.
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 shall undertake professional development activities to satisfy eligibility for membership of the IGC and of other professional bodies to which they subscribe.	In line with national and international best practices, the IGC is committed to fostering professionalism, implementing quality assurance measures, and supporting its members in their roles by carrying out the following core functions. Our guidance counsellors follow the IGC's code of ethics and statements of professional competency.
The guidance counsellor provides a list of students to the principal each week detailing who they met on a one-to-one basis.	This is to ensure the Principal and Senior Leadership are aware of which students are in receipt of support but also to gain an overall insight into the level, nature and frequency of need within the school community to aide in planning and strategy.
All one-to-one meetings with students should take place in the guidance office.	Due to the confidential nature of guidance counselling sessions, they must be carried out in appropriate space. The guidance counsellor's office will ensure the privacy of the nature of the conversation with the protection of visibility through the glass panels on the door for both student and staff member.
As per Child Protection Guidelines, any concerns that the guidance counsellor has regarding the safety of a student is discussed with the principal (also the Designated Liaison	As all teaching staff regardless of role are mandated persons, if they have any concerns

Person, DLP) as a matter of urgency. If the principal is unavailable, the issue will be discussed with the DDLP. The guidance counsellor is also a mandated person and may make a mandated child protection report independently of the DLP if necessary.	they must follow the Child Protection Guidelines.
The guidance counsellor is trained in psychometric testing (Level A).	Not only will this inform the guidance counsellor in their role with students they will also be able to assist with any Whole School Assessments and planning.

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.

Record Retention and Disposal

All Guidance Counselling records will be retained from the student attaining age of majority (18) plus seven years.

All records will be stored safely and securely in Coláiste Phobal Ros Cré's central record storage for the duration of the retention period, after which they will be disposed of through the contracted secure shredding service.

Adoption and Communication

The Board of Management adopted these procedures at a meeting on 28/5/25 and they are available on the school website.

Chairperson: Fiona Dunford
Secretary: Pamela

Date: 28/5/25