



**Sixth Form Counselling at  
St Ivo School**

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**Code of Practice  
and  
Referral Process**

**2003 - 2004**

## **Counsellor Code of Practice**

### **Record Keeping**

- ◆ There will be a folder placed in the school reception with plastic wallets for each counsellor. This will contain referral slips for the students counsellors will see on that particular day.
- ◆ If a student would like to see a counsellor again, the counsellor can fill in a reply slip and place it back in the folder for Miss Monk to book a session for the following week.
- ◆ If a student misses a session, this just needs to be filled in on a reply slip so the appointment can be re-booked. If possible, Miss Monk will try to fill the slot with another student or let the counsellor know beforehand.
- ◆ All sessions should be recorded in a log book, detailing the student's name, date, time and what is covered in the session

### **Confidentiality**

- ◆ All counsellors need to establish clear boundaries with students about levels of confidentiality. If they are at risk at all, the information needs to be passed on.
- ◆ All counsellors will record every counselling session in a logbook detailing what is covered in each session. These are the counsellor's personal and confidential notes.
- ◆ Parents/carers cannot have access to the notes held about an individual student, as the students are over 16 years, but students would always be encouraged to share information with parents/carers.
- ◆ Each counsellor must link with Miss Monk after each 2-hour

session in school for approx. 5 -10minutes to give a BRIEF and confidential overview of student issues. This feedback from counsellor to Miss Monk (Mk), Deputy Head of Sixth Form, will not normally be discussed with the student unless the nature of the situation demands this.

- ◆ If a disclosure is made in the counselling session (to be covered in the Child Protection session) a counsellor MUST see Caryl Lambert ASAP and not leave the school site until the information is passed on. This is consistent with whole school procedures. Every school has a designated Child Protection teacher. For St Ivo School this is Mrs Caryl Lambert (Lb). If, in an emergency, Mrs Lambert is unobtainable, then please see the headteacher - Mr Mahoney.
- ◆ Every counsellor and tutor should use their professional judgement concerning confidentiality, but if ever in doubt about anything ALWAYS PASS IT ON. This personal information, however, is the property of the student and so the school and responsible individuals will endeavour to keep the information as confidential and contained as possible.

### **Referral Process for Sixth Form Counselling**

#### **BOOKING A COUNSELLING SESSION**

**Counsellor name** ..... **Date** .....

**Date and time of next session** .....

**Student name** ..... **Form** .....

**Comment:**

### **Role of the form tutor**

As a sixth form tutor, you have a daily and close link with all the students in your tutor group. This is the first positive step to providing support for students. Some students, however, require a more intensive input of time and energy because of specific problems they may be experiencing; this is where the counsellor can help with support. It is essential that as a tutor you continue to support students alongside the counsellor so they have day to day guidance. As a tutor, you can help ensure their academic studies are progressing and not being affected by wider personal issues.

### **How do you know when a student needs additional support?**

If a student shows any changes in behaviour, attitude and academic progress at any point in time, it may be an indication that there is a problem. It is important to act upon this quickly. As a tutor, this will initially require time and a discussion with the student. Before a student can be referred to a counsellor, a tutor can provide the first level of support, i.e.

1. Time spent with the student ascertaining the problem/s. Tutors must record this information carefully and any solutions attempted.
2. Tutors need to ensure the student's academic work is on track. If it isn't, subject staff may need to be consulted and the student provided with a plan of action.
3. All information needs to be passed on to Mr R Perry (Pe), Dr Craig (Cg) or Miss Monk (Mk).
4. Tutors may need to contact parents/carers to discuss academic/pastoral concerns.
5. If students have an issue, problem or concern (see below)

that tutors feel is particularly serious, then write down as much information as possible. See Miss Monk straightaway to see if an emergency counselling appointment is a suitable solution. Tutors can provide the immediate support for students in helping to plan their day. Depending on the student's lessons, subject staff may need to be informed if work is due or students are under pressure for any reason.

**If a student has let you know of an issue, problem or concern and you feel as the tutor:**

- It is serious enough to impact upon the student's daily life
- It affects their mental/ physical welfare
- It is likely to be ongoing and therefore affect the student longer term
- It is something you feel uncomfortable dealing with
- It is something the student needs to talk and work through with an independent party

**Any of these may be reasons to refer the student to Miss Monk for counselling. Please see the section below on how to refer a student.**

**How do you refer a student?**

Please fill in a referral slip (example next page) which needs a clear outline of the issue, problem or concern. It is also important to outline HOW you as the tutor have dealt with it so far. This information will be passed on to the counsellor to give them some basic background before meeting the student.

**Please remember to put all student referrals in an envelope for confidentiality and return to Miss Monk ASAP.**

**CONFIDENTIAL**

**SIXTH FORM COUNSELLOR REFERRAL SLIP**

**Student name** ..... **Form** .....

**Issue/Concern**

**Date** .....

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**How have you dealt with it so far?**