

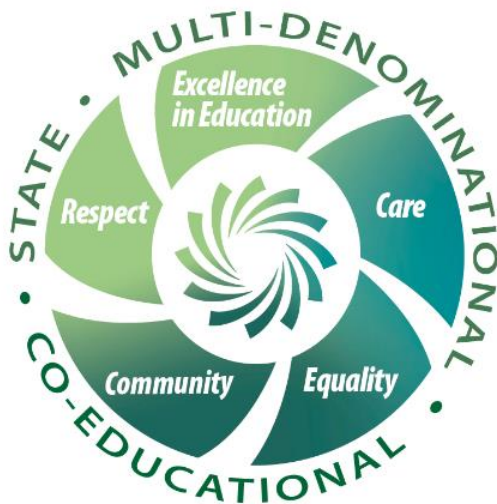


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Bord Oideachais agus
Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

Coláiste Thulach Sheasta

One to One Counselling/Teaching Policy 2023



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Introduction

Coláiste Thulach Sheasta, Newport College is a post primary Community College under the patronage of the Tipperary Education and Training Board (TETB). We are a state, co-educational, multi-denominational school underpinned by 5 core values: excellence in education, care, equality, community and respect.

As an ETB Community College, we give equal opportunities to all students in the community we serve, and we strive to provide high quality education through respectful, positive, supportive and responsive learning environments and respect.

In all aspects of school life all members of our school community are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

We value:

Excellence in Education: Excellence includes excellence in education, training, and support. It is underpinned by the core values of care, respect, community, and equality. Excellence encompasses outcomes, experiences, and expectations of people involved.

Care: Care is about the welfare, wellbeing, and safety of all who are involved in education and training. It is exemplified in meaningful relationships, connectedness, and empathy, alongside support and solidarity.

Equality: Equality is about treating everyone equally and recognising and celebrating the diversity of those involved in education, training, and youth work. It is exemplified in targeting resources on those who have need and prioritising a culture of inclusion.

Community: Community encompasses learners, their families, staff, and the local communities in which our services are based. It is about having shared vision, values and purpose, a sense of belonging, and a voice that is listened to. It is exemplified in productive collaboration, positive contributions, and effective communication amongst all stakeholders.

Respect: Respect is about upholding the dignity, rights, and recognition of the identity and background of all those involved in education, training, and youth work. It is exemplified in relationships between all stakeholders, and decision-making that impacts positively on the rights, feelings, and aspirations of the diversity of people.

Rationale

Newport College recognises that the protection and welfare of the student is of paramount importance. The school will adopt all safe practices that minimise the possibility of harm to the student.

- This policy is to establish correct protocols around the provision of one-to-one counselling or teaching for students.
- It is the policy of this school that one-to-one counselling and teaching is often in the best interest of the student.
- Where one-to-one sessions occur, this will take place in an open environment i.e., staff member and pupil visible through a glass panelled door.

One to One Counselling

General

- The guidance counsellors are fully qualified guidance counsellors and members of the Teaching Council and Garda Vetted.
- The guidance counsellors are full members of the Institute of Guidance Counsellors (IGC) and are facilitated to attend five sessions of Supervision through the IGC each academic year.
- The counsellors will have a sensible regard for the students' beliefs and values. They will work in ways to promote the students' personal autonomy, freedom of choice and self-direction.
- The counsellors record a list of students detailing who they meet on a one-to-one basis and relevant notes regarding the sessions.
- All one-to-one meetings with students take place in the counselling/guidance office where possible or as deemed appropriate by the facilitator.
- At the guidance counsellor's discretion, they may decide to use alternative indoor or outdoor spaces.
- Any concerns (Child Protection) that the counsellor has regarding the safety of a student is discussed with the Principal (DLP) as a matter of urgency. If the Principal is unavailable, the issue will be discussed with the Deputy Principal (DDL).

Responsibilities and Duties of the Counsellor

- Students may be referred to the Guidance Counsellor by the Student Support Team, Year Head, SEN team or can self-refer.
- In the sessions the counsellor should always be mindful of:
 - their role and explain the boundaries within the counsellor/student relationship
 - their qualifications, areas of expertise and relevant limitations
 - the nature of counselling activities involved and the reasons for undertaking them and the benefits to the student in the case of counselling
 - any referral options which may benefit the student where any presenting issue is beyond the counsellor's current level of competency
 - confidentiality in the counselling process and the limits of confidentiality
 - the students' right to engage in and withdraw from involvement in the process at any stage
 - consent for students to avail of counselling is sought from parents as part of the new parent induction form
 - consent of the parent/guardian is not always looked for or required. However, the Guidance Department will encourage students to open up dialogue with parents and guardians and to inform them they have linked in with the guidance counselling department. Parents and guardians are contacted by the guidance counselling department if issues of concern arise that warrant parental involvement, and this is flagged with students per the guidance department protocols.
 - keeping all written records in a locked filing cabinet in the Guidance Counselling/Principal's office. 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 student. Where a decision is made, the basis for the decision is noted. Statutory and data protection responsibility with regard to records applies to all media, whether written hard copy, electronic or digitally recorded.
 - reveal information about clients only with their consent, but with certain exceptions, which include where concealment would result in danger to the client or others; when required by law or designated guidelines; or for purposes of professional consultation or supervision.
 - if after an initial meeting the guidance counsellor suggests a programme of intervention is necessary then consent of parents/guardians may be required if the client is a minor, (in line with Informed Consent and Freedom of Consent section 1.3.1 ICG Code of Ethics).

One to One Meeting/Teaching with Students

General

- PROVIDED IT IS DEEMED APPROPRIATE for an individual, one-to-one teaching may be provided. It is our preference to use small groups as this alleviates any child protection issues. Newport College will weigh up the benefits of this against the possible disadvantages in relation to a child protection issue.
- Every effort should be made to ensure the protection of children and staff. It is crucial that clear boundaries are put in place and most one to one teaching will take place in the open area.
- IF A CHILD NEEDS learning or other support (e.g., therapeutic support) on a one-to-one basis, parents will be advised of arrangements in place. This will be overseen by the SEN coordinator.
- Where there is a need to see a child in a one-to-one situation e.g., learning support, special examination centres, tutor/year head interventions etc., the teacher must be always visible through an open door or a clear glass panel.
- Work carried out by Special Needs Assistants will also be completed in an open environment as per the care plan.
- Staff members will not detain a student alone in a classroom or in an area of the school where they may not be visible to others.
- All one-to-one meetings with students take place in an open environment with a glass panelled door.
- One-to-one teaching may occur between students and Special Education teachers.
- From time-to-time outside professionals may be required to meet with/assess students in a one-to-one setting. This includes visits from external agencies for example, NCSE, NEPS, SEC, TUSLA etc. All personnel in such cases, working with children on a one-to-one basis, will be required to present identification upon entry to the school, must be Garda Vetted and parental permission must be given in advance of such visits.

Responsibilities and Duties of Teachers

- Teachers have a **responsibility to inform students of the extent and limitations of confidentiality** with respect to the schools' policies and safeguarding of the wellbeing of the student.
- Students should be informed of the limits of confidentiality where information about them may need to be shared. If issues of safety override those of confidentiality and a concern around child protection arises the concern will be discussed with the DLP as a matter of urgency. DLP/Principal will inform parents of any child protection related issues in line with Child Protection procedures.

Record Keeping and Access to Records

General

- All written records are kept in a locked filing cabinet in the teacher's office and/or recorded on School IT based reporting system.
- 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 student. Where a decision is made, the basis for the decision is noted.
- Statutory and data protection responsibility with regard to records applies to all media, whether written, hard copy, electronic or digitally recorded.
- For SEN students all student support files are recorded and stored in accordance with the SEN Policy.

Policy Adoption and Review

This Policy was reviewed by the Board of Management on 31/01/2023.

This policy and its implementation will be reviewed by the Board of Management once in every school year.

Policy Dissemination and Publication

Policy Dissemination and Publication

This policy will be made available to school personnel, published on the school website and provided to the Parents' Association. It is available to parents and students on hardcopy upon request.

A copy will be made available to the Department of Education and the CE of Tipperary ETB if requested.

Appendix 1

Consent Form to Attend Confidential One to One Guidance Sessions



Newport College,

Black Road,
Newport,
Co. Tipperary.

The whole-school guidance programme in this school aims to provide a safe environment for each student to grow and to develop their personal, social, careers, educational and life choices. The guidance counsellor/s in Newport College provide/s a confidential one-to-one guidance counselling service to students where appropriate. Here, the guidance counsellor may meet with students to discuss a range of careers, educational, personal and or social development issues.

Our school policy on confidentiality is informed, among others, by the General Data Protection Regulations (GDPR) and the Children First Guidelines (2017). In the event that your child wishes to meet the guidance counsellor on a one-to-one basis at any stage throughout their time in the school, your permission is requested for any such meetings.

Please complete and return to the school Principal:

Name of Student: _____

Year: _____

Class: _____

I give permission for my child to meet with the guidance counsellor/s to attend one-to-one meetings in school in keeping with the school's mission of support for students and in the context of the school's whole-school guidance programme.

Signature of parent/guardian: _____

Date: _____