



## School Counselling and Mentoring Policy

### 1. Introduction

This policy outlines the procedures and guidelines for the provision of school-based counselling and mentoring services. It aims to ensure that students receive appropriate emotional and psychological support while maintaining a structured and effective service delivery.

### 2. Scope of Service

The school counselling, and mentoring services are designed to provide short-term support for students experiencing emotional, psychological, or social difficulties. The service is not a replacement for long-term therapeutic interventions but serves as an accessible resource within the school setting.

We offer a range of services including, but not limited to:

- Counselling – including CBT and Psychodynamic approaches
- Mentoring and Wellbeing Support
- Small group wellbeing sessions
- External support groups
- Art based wellbeing support

### 3. Maximum Length of Provision

Each student may access between **6 to 12 weeks** of counselling and **6 weeks** of mentoring. In exceptional cases where further intervention is deemed necessary, an extension may be granted following a review process, which will involve consultation with the student, parents/guardians (where appropriate), and relevant school staff.

### 4. Triage Process

All referrals to the school counselling service will undergo a triage assessment to determine the level of need and urgency of intervention. The triage process includes:

- Initial referral by a teacher, parent/guardian, or self-referral by the student.
- An assessment by the designated mental health professional to evaluate the nature of the concern.
- Allocation of appropriate support (counselling, mentoring or signposting to external services if needed).
- Prioritisation based on urgency and risk level.

## 5. Waiting List System

Due to the demand for counselling services, a waiting list may be implemented. The system will operate as follows:

- Priority will be given to students in crisis or those assessed as high risk.
- Students on the waiting list will be provided with interim support, including self-help resources and check-ins by school staff where possible.
- The waiting list will be regularly reviewed to reassess students' needs and update their priority status accordingly.
- If a student does not attend **3 sessions** due to non-engagement, the place will be offered to another student in need.

## 6. Confidentiality and Safeguarding

Confidentiality is a key principle of the service, with the following exceptions:

- If a student is at risk of harm to themselves or others.
- If there are safeguarding concerns that require reporting under child protection laws.
- If a legal obligation requires disclosure of information.

In such cases, appropriate safeguarding procedures will be followed, and relevant authorities will be informed as necessary.

## 7. Contact Information

For more information about the counselling and mentoring services, students and parents/guardians can contact the school's designated mental health lead.

**END**