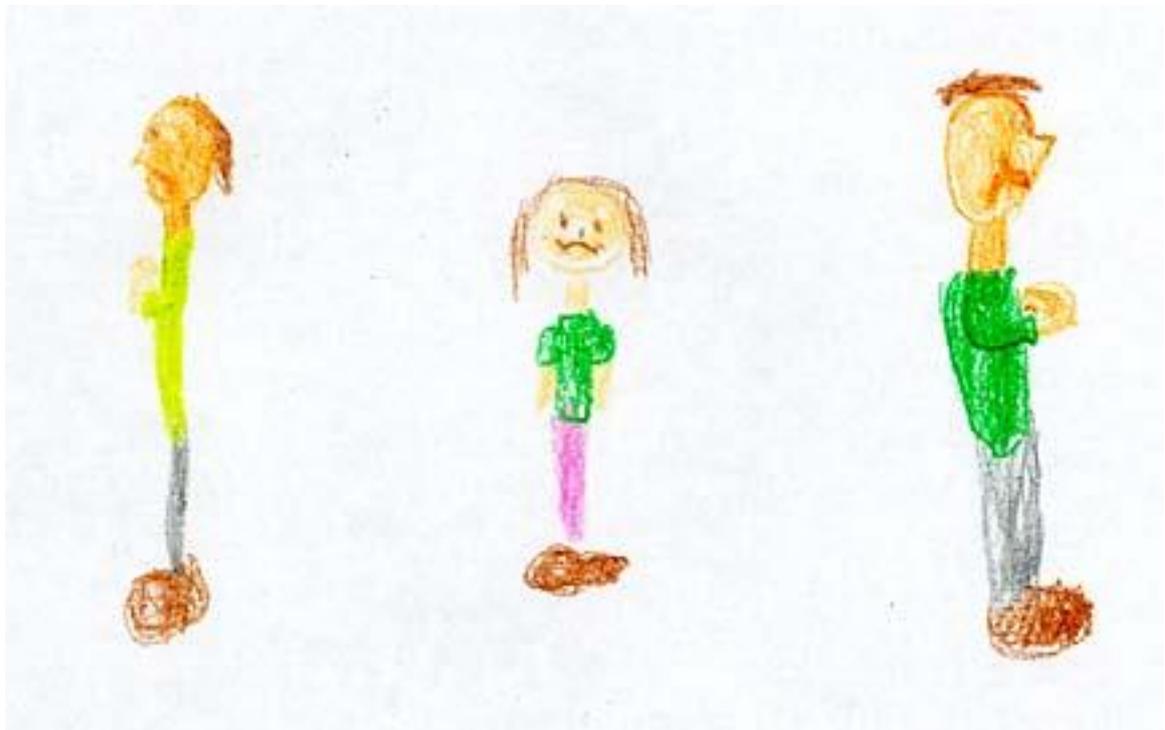




# SCHOOLS COUNSELLING INFORMATION PACK

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## **HOPE IN TOTTENHAM SCHOOLS COUNSELLING**

### **Introduction**

Hope in Tottenham Schools Counselling provides early intervention counselling support for the social and emotional needs of children in 30 Haringey schools. Each school has a trained counsellor one day a week who identifies, with the Head teacher and SENCO, those children most needing help. After an initial assessment, and with the formal permission of the child's parent/carer, an agreed course of action is initiated, in one-to-one sessions. In case of parental refusal, it may be necessary to contact the Child Protection Officer. At the point of referral, investigations are made in order to establish if any other agencies are already involved, and so avoid unnecessary duplication.

We provide children with opportunities to develop coping mechanisms for anger and practical ways to improve challenging behaviour, as well as providing understanding and help for underlying emotional and psychological difficulties. This eventually helps the children with their capacity to cope, builds their confidence and vision and gives them greater control over their future by improving their access to the educational process.

The service aims to reduce the incidence of bullying, exclusions, unauthorised absences and anti-social behaviour within the schools, as well as giving teachers themselves more skills and confidence in dealing with their students.

### **Scope of the project**

The HiT School Counselling Service is currently working within the following 30 schools across four NLCs (Networked Learning Communities), providing a counsellor one day a week and in some schools two or three days.

Alexandra Park Primary School  
Belmont Junior School  
Bounds Green School  
Bruce Grove Primary School  
Chestnuts Primary School  
Crowland Primary School  
Earlham Primary School  
Ferry Lane Primary School  
Harris Primary Academy - Philip Lane  
Holy Trinity CE Primary School  
Lancasterian Primary School  
Lordship Lane Primary School  
Noel Park Primary School  
North Haringay Primary School  
Risley Avenue Primary School  
Seven Sisters Primary Schools

South Haringay Infant School  
South Haringay Junior School  
St. Aidan's VC Primary School  
St. Ann's CE Primary School  
St. Francis de sales Catholic Infant and Junior Schools  
St. Mary's CE Primary School  
The Federation of St. Mary's Priory Catholic School  
St. Michael's CE Primary School  
St. Paul's & All Hallows Federation  
The Willow Primary School  
Tiverton Primary School  
Trinity Primary Academy  
Welbourne Primary School  
Woodside High School

## **Staff**

The Hope in Tottenham Charity founder and Director is the ***John Wood MBE***.

The Schools Counselling part-time Project Manager is ***Jemima Douglas***.

We have three Clinical Supervisors (***Tracey Miller, Clare Keogh*** and ***Penny Wise***) who gives individual supervision on a monthly basis to our team of ***twenty one freelance counsellors***. All counsellors have enhanced, up to date DBSs, allowing them to work with children. We are an Equal Opportunities employer.

## **Board of Trustees**

David Smolari (Rev.)	Trustee
Janet Ashdown	Hope in Tottenham (Chair)
Jasmin Archibald	Trustee
Huw Richards	Trustee

## **Advisory Board**

John Wood MBE	Hope in Tottenham & Schools Counselling (Director/ Chair)
Geoffrey Ocen	New Deal for Communities (NDC) Programme Director
Mark Lancaster	Head of School (St Ann's CE Primary School)
Fran Hargrove	Headteacher (St Mary's CE Primary School)
Linda Sarr	Headteacher (Risley Avenue Primary School)
Manuela Cardoso	Early Help Round Table Coordinator (CAMHS)

## **In attendance**

Tracey Miller	Clinical Supervisor
Penny Wise	Clinical Supervisor
Clare Keogh	Clinical Supervisor
Jemima Douglas	Project Manager

**Recruitment**

The recruitment panel consists of the Clinical Supervisors and the Director. Clear terms of reference use LEA/Children's Services recruitment guidelines.

**Funding**

Our annual turn over is currently about £240,000. Our sole funder are project schools. Audited annual accounts are made available to management committee members.

**Hope in Tottenham Schools Counselling**  
**Terms of Reference** *(Adopted by the Advisory Board)*

1. HiT Schools Counselling provides short term practical intervention for primary and secondary school-aged children whose behaviour or emotional health may be prejudicial to their settled integration in the educational system. 'Short term' is defined as (up to) one full term's worth of weekly sessions.
2. Any extension to a full term's set of sessions would need to be assessed and then agreed with the project, the counsellor and the school involved before its implementation. The Schools Counselling's primary focus is not long term therapeutic support. This can be provided through appropriate external referral which would be explored as part of the assessment process.
3. HiT School Counselling also has the flexibility to work with the teachers, parents and other groups, including whole classes, although its primary aim will always be directed towards individual children's needs.
4. All HiT School Counsellors are supervised from within the project in order to ensure similar and consistent working practices and standards across all the schools in which it works.
5. Each school will have a nominated person with responsibility for liaison with the Project Manager to have review meetings every term (usually the SENCO or LM). A completed referral form needs to be discussed first with the designated member of the school staff who will then discuss the referral with the counsellor so as to establish the suitability of the referral.

Counselling will be most appropriate for children who:-

- i. Experience behavioural difficulties as a direct result of life events e.g. death, loss, divorce and separation.
- ii. Have emotional problems that present in difficulties engaging in learning.
- iii. Have social difficulties where interventions from school to staff have not produced significant change.

## **Hope in Tottenham Schools Counselling Service Level Agreement**

This agreement has been devised to outline the roles of the school, the counsellor and the HiT Schools Counselling.

### **WHAT THE SCHOOL NEEDS TO PROVIDE**

#### **Induction of Counsellor**

The school should inform the counsellor of all relevant protocols appropriate for the appointment (e.g. signing in, identification, a school map with Fire Exits, etc).

#### **Provision of a private room**

This room should be available for the sole use of the counsellor on the day that s/he is in school. Within the room should be: -

- Furniture – comfortable chairs
- Clock
- Desk/table
- Access to a telephone for confidential calls (or access to a suitable room for same)
- Curtains/blinds/some sort of sound proofing if possible (in order to allow for appropriate privacy).

#### **Provision of a lockable space**

The school needs to provide a lockable space for the safe keeping of records and other materials that are confidential.

#### **Referral**

The school must appoint a named person – the SENCO, Head teacher or Learning Mentor – to co ordinate the referral system and to have an overview of what is going on.

Referral forms should be filled in for each referral, and the counsellor will then assess whether counselling can be of benefit.

At the time of referral, the school should provide a copy of the child's timetable.

Before referring to the counsellor, the school should consider whether the child should more appropriately be referred elsewhere, e.g. Educational Psychology, the BEST team, Child and Adolescent Mental Health, Social Services, etc.

## **Communication**

Schools should provide a tray or pigeon hole for the counsellor as means of communication at a central point, e.g. in the school reception office. To make communication easier with the School Counsellor, the school should provide the e-mail address of the named contact person.

It is essential for schools to set aside time during which the counsellor can discuss individual cases with the named contact person and any other relevant staff member. This should be organised by the named contact person and should take place at least once per half term and more often if necessary.

Counsellors can offer half hour training annually to all the staff. Time should be allocated for this within a staff meeting or Inset Day.

## **WHAT THE SCHOOL CAN EXPECT FROM THE COUNSELLOR**

### **Counsellor availability**

The counsellor will be available one day a week, to work with school children and their parents.

The counsellor will keep the school and project informed about any absences.

Because of the counsellor's unique role, s/he will decide on a case by case basis whether it is appropriate to attend other meetings in school related to clients, e.g. IEP (Individual Education Plan) review meetings.

### **Consent**

The counsellor must obtain the child's consent as well as parental consent before working with a child. If parental consent is unreasonably withheld, this may indicate child protection concerns.

### **Sessions**

The number of counselling sessions each client receives will vary. Any proposal for a client to exceed one term of counselling should be agreed in the light of paragraph 2 of the attached *Terms of Reference* (see overleaf).

Each session usually lasts 45 minutes.

The counsellor can reasonably be expected to see 4-5 clients per day.

### **Confidentiality**

The counsellor will maintain confidentiality. In other words s/he may give an opinion about the client and the progress of the work, but will not reveal any details of the counselling sessions, unless there are child protection concerns.

### **Child protection**

Counsellors are required to work within local and national child protection guidelines. The counsellor will give the school a copy of the DBS check.

## **WHAT THE SCHOOL CAN EXPECT FROM THE HiT SCHOOLS COUNSELLING**

### **Placement**

We will place, by mutual agreement with the school, a suitably qualified counsellor.

### **Supervision**

We will provide a highly qualified Clinical Supervisor for the individual counsellor, providing a monthly clinical supervision session to support the work done within the school.

### **Team meeting**

We will provide the space and coordinate monthly counsellors team meetings where your counsellor can discuss relevant clinical and practical matters with their peers.

### **Review**

We will arrange termly reviews. While the Schools Counselling Service and the counsellor are being set up within a school, three-way meetings between all parties will be had. Once established, this review will take the form of the 'Termly Evaluation form'. This is to be filled in, discussed and signed by the counsellor and the school's contact person/ head teacher before being forwarded to the HiT Schools Counselling office. We will resume three-way reviews if either the school or the counsellor requests intervention.

### **Payment**

We will pay the counsellor by BACS at the end of every month. Please pay your termly school's contribution early to avoid any problem, as we have very limited cash reserves.

### **Notice period**

Termination of contract between HiT Schools Counselling and the school or the resignation of a counsellor now requires, for clinical and professional reasons, a minimum of **one term's notice** from all parties.

***NB:*** This does not apply when a new counsellor is yet to complete their six-month probationary period, where a one month notice period prevails.

**Annual SLA contract between:-**

.....

**and**

**HiT School Counselling**

**Signed .....**  
**(HiT Director)**

***We agree to adhere to this Service Level Agreement and the attached  
Terms of Reference.***

**Signed .....**  
**(Headteacher)**

**Annual contract agreed from ..... to ..... for one day per  
week**

**Date .....**

## Hope in Tottenham Schools Counselling - Referral Form

### Child information

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Academic achievement: Below Average / Average / Above Average

On the SEN register? YES / NO

On the Child Protection Register? YES / NO

Is the child a looked after child? YES / NO

### Family information

Main Carer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone numbers: \_\_\_\_\_

Siblings in school? Name: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Who else lives in the household? \_\_\_\_\_

Ethnic origin: \_\_\_\_\_

Interpreter needed? \_\_\_\_\_ What language? \_\_\_\_\_

GP name and address: \_\_\_\_\_

### Other agencies/professionals involved *(please tick, and add if necessary)*

Educational psychologist	<input type="checkbox"/>	Parental outreach team	<input type="checkbox"/>
School nurse	<input type="checkbox"/>	Child and Adolescent Mental Health	<input type="checkbox"/>
Occupational therapist	<input type="checkbox"/>	Child Development Centre	<input type="checkbox"/>
Social worker	<input type="checkbox"/>	Adult Mental Health	<input type="checkbox"/>
Speech and language therapist	<input type="checkbox"/>	EWO	<input type="checkbox"/>
Hearing Impairment Advice	<input type="checkbox"/>		<input type="checkbox"/>
Visual Impairment Advice	<input type="checkbox"/>		<input type="checkbox"/>
BIP/BEST	<input type="checkbox"/>		<input type="checkbox"/>

Has the child consented to this referral? YES / NO

Has the parent consented to this referral? YES / NO

**Reason for referral**

**What strategies have already been tried?**

**Referrer:**

**Date:**

**All general enquiries to :-**

*Tel./Fax:-* 020 8809 3411

Email: - [counselling@hopeintottenham.com](mailto:counselling@hopeintottenham.com)

***or write to us at :-***

Hope in Tottenham Schools Counselling  
c/o St Ann's Vicarage  
South Grove  
London  
N15 5QG

We are always happy to receive applications for new schools to join the project from any Haringey NLC.

***January 2016***