

# Bedales Schools’ Counselling Policy - Pupils

## INCLUDING EYFS

Implementation date: September 2018

Date/term of last review: Autumn 2021

Author	Deputy Head, Pastoral (Bedales)
Review body (individual or group)	Deputy Head Pastoral (Dunhurst), Head (Dunannie), School Counsellors, Bedales Health Centre
Approval Body	3SST
ISI Regulatory Paragraph Number	13
Next Review Period	Summer 2022

*Tick relevant box(es) how this Policy should appear:*

Inspector Folder		<input checked="" type="checkbox"/>
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	Signpost	<input type="checkbox"/>
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For Pupils/Students		<input checked="" type="checkbox"/>

# Bedales Schools' Counselling Policy - Pupils

## Counselling provision

Bedales Schools have had a School Counselling Service since 2004. It is an important component of the pastoral care of Day and Boarding pupils.

At Bedales Schools, we offer weekly one-to-one counselling sessions in a safe supportive environment by qualified Counsellors. Counselling is delivered as a talking therapy, drawing on creative approaches where helpful and necessary.

In-School counselling is not generally suitable for pupils who are under the care of CAMHS, unless this is authorised by CAMHS. In such cases CAMHS has the ultimate responsibility for the pupil and does not oversee the Counsellors' work. In addition, in-School counselling is not suitable for pupils who are receiving counselling from another practitioner unless this is part of a coherent and agreed plan of support managed by the pupil's GP or Psychiatrist and agreed with the School Counsellor.

Private counselling outside School should be managed by the pupil's GP or Psychiatrist. In order to best support the pupil, the School should be informed of any outside support and it would be helpful for any advice or recommendations to be shared with the Deputy Head (Pastoral) and or the pupil's Houseparent. The School can also provide details of specialists in numerous fields, such as bereavement, family and substance and alcohol misuse. Where there are difficulties with relationships within the home environment, family therapy is often an essential element of effective therapy.

## Referral process

All counselling is voluntary. Counselling can be ineffective if someone does not go of their own volition.

At Dunhurst all referrals go through the Deputy Head-Pastoral.

## Referrals to Counsellors based at Bedales Schools:

### Bedales

Students at Bedales may refer themselves directly to a School Counsellor. Information about how a student can do this is available in Houses, in the Health Centre and on Firefly and the student body is reminded about the service in numerous ways throughout the year. Parents and Houseparents might not know that a student is meeting with the Counsellor over the first 6 sessions which are not charged. Should a student wish to explore the option of counselling, Houseparents and the Health Centre will assist the student in making a first appointment if the student would welcome that.

If parents think that their child may benefit from counselling, they may wish to discuss this with Houseparents or the Health Centre team before suggesting it to the child.

Consulting with the Houseparents and Health Centre means that any concerns and issues can be explored and that all avenues of support have been considered ensuring that the most appropriate action is taken.

If a member of staff feels that counselling might be appropriate for a student, they should mention this to the student's Houseparent.

If a Houseparent or member of the Health Centre feels that counselling would be helpful to a student they should initially speak with the student. If the student is happy to go ahead with counselling, a referral form should be completed and e-mailed to [Counsellors@Bedales.org.uk](mailto:Counsellors@Bedales.org.uk).

Ideally an appointment will be offered within the following week. However, when the Counsellors are at capacity there may be a delay in offering an appointment. Every effort will be made to see the student as soon as possible. If a student is unable to access counselling within a week, the Health Centre can offer support and information by way of self-help leaflets and sign-posting to specialist websites or phone services. The Health Centre will check in with the student on a regular basis and will contact the Counsellors if there is any change in circumstances or risk.

Where there are concerns about a risk of significant harm to the student concerned, the student will be considered a priority and will have an initial appointment as soon as possible. However, it should be noted that the Bedales Counselling Service is not an emergency service and if there are immediate concerns about a student's safety they should be taken to A and E to be assessed by an NHS Mental Health Clinician.

Students who are waiting for counselling will be reviewed by the Counselling Team on a weekly basis. This meeting will review the level of risk and will monitor the length of time it is taking to offer appointments. Every effort will be made to keep waiting times to a minimum. If the Counsellors are not able to see a student and their mental health is deteriorating, parents will be encouraged wherever possible, to find support outside School.

### **Dunhurst**

Referrals may be made through the Deputy Head, Pastoral or pupils may self-refer. The Deputy Head, Pastoral monitors counselling sessions and parents are informed if their child is seeing a Counsellor.

### **Dunannie**

If it is felt that a child needs counselling, this has to be agreed by the class teacher, the Head and the child's parents. If more specialist support is required, this is agreed in the same way and organised appropriately.

Dunannie offers play, art and Lego therapy provision for children who need support in developing their social/emotional skills. These sessions are held at School and can be individual or group sessions, depending on the need of the child. The Counsellors/Therapists work with parents, the child and the class teacher to help develop strategies, a consistent approach and language to support behavioural issues and an individual wellbeing plan is shared with all staff who teach the child.

### **Referrals to external Counsellors and mental health specialists**

If a pupil is seeing a mental health specialist outside School, they would only see a School Counsellor if this was an agreed part of a health care plan.

For Boarders, the Health Centre, or GP in the case of Dunhurst pupils, may recommend that a pupil sees a mental health specialist if it is felt necessary or beneficial.

Pupils and their parents may wish to make their own referrals directly to a mental health specialist. All information should be shared with the School (the Health Centre for Bedales students, the Deputy Head Pastoral and Medical Matron for Dunhurst pupils and the Head for Dunannie pupils), in the interests of the welfare of the pupil.

## **Safeguarding and information-sharing**

Counselling establishes a safe, neutral space to explore one's thoughts and perceptions of the world and gives the individual choice over what they want to bring to their therapy sessions. The exception to this for pupils would be if they requested that a conversation was needed with a parent or member of staff, such as Houseparents or Tutors.

In-School Counsellors are employed by the School and so adhere to the School's Safeguarding and Child Protection Policy which is available on our website. Confidentiality laws are not a bar to sharing information where there are safeguarding concerns and information will always be shared if there are any safeguarding concerns.

Counsellors seek only to share the information that is necessary in order to prevent significant harm. In practice, this means that if a School Counsellor believes that a child has been significantly harmed, or is at risk of significant harm (either from themselves or others), they notify the Designated Safeguarding Lead (DSL) in the School on the same working day and the DSL also then follows the School's procedures detailed in the Safeguarding and Child Protection Policy. Although there is a duty to report the information whether or not the pupil gives consent, such consent will always be sought before information is shared unless it is not possible to do so.

In the case of students who are adults (those aged 18 and over), the Counsellor will not share information without their consent unless they believe they are at imminent risk of significant harm.

## **Data storage**

The Counsellors take brief notes. These are to help them keep track of the sessions and will not be shared unless required for safeguarding purposes, or when this is ordered by a court. Each Counsellor keeps their notes in digital format in their personal folder on the School N Drive. This cannot be accessed by any other person and the IT department have verified the security of this method of record keeping.

When a pupil leaves the School, the notes will be anonymised and coded and the notes will be moved to a digital archive folder. For further information about the storage of information at Bedales, please refer to our Data Retention Policy and the relevant Privacy Notices.

## **Costs of Counselling**

We are fortunate to be supported by a highly qualified and expert team of professional Counsellors. However, counselling is a significant cost to the School and it is important therefore that it works under a sustainable model.

We recognise that counselling can be very sensitive and we want to enable free access to our Counsellors as this will best enable our pupils to be helped through challenges that they may face. We therefore offer the first six counselling sessions in a year free of charge.

This arrangement means that, should a pupil require more than six sessions in a year, subsequent sessions are to be recharged on fee bills. Where this is necessary, this will be discussed with the parents and agreement will need to be sought in advance. The current fee for a counselling session can be found in our fees list.

Where there is a need for counselling, this will often be with the consent of parents, but there may be occasions when the reason for counselling or that it is happening at all, cannot be released to parents. Should there be a need to protect information and more than six counselling sessions are required, then discretion may be applied and further free sessions allowed. Full bursary pupils are not charged for counselling. Such decisions will be referred by the relevant Counsellor to the Deputy Head, Pastoral at Bedales, the Deputy Head, Pastoral at Dunhurst or the Head of Dunannie.

The counselling service is in demand and so if a Bedales student misses an appointment with less than 24 hours' notice, the fee-payer will be charged. If a student misses two appointments with less than 24 hours' notice, they will be removed from the appointment list. At Dunhurst, any charges will be made in consultation with the Deputy Head, Pastoral at Dunhurst

Link to intranet page for pupils

<https://bedalesvle.bedales.org.uk/houses/where-to-go-for-help-at-school>

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NB: All School Policies are available to staff and can be found here:

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