

Presentation Wexford Guidance and Counselling Department

Protocols when using Microsoft Teams for online engagement, to include one to one with students

Class tutorials on educational and career topics for 5th and 6th years are being offered on Friday to 5th year students 2.30-3.00pm and 6th year students 3.00-3.30pm Students will be notified when these tutorials are taking place and can attend online.

In order to support students Guidance Counsellors, also offer a one-to-one video conferencing guidance service to students through Teams. In this context the Guidance Counsellor may discuss a range of careers, educational, personal and / or social development issues. This is not a personal counselling session, but rather a supportive space for the student to seek educational, vocational and career support

- This is a voluntary option for students.
- In order to avail of this support students with parental permission, may e-mail their Guidance Counsellor to book an appointment during normal school hours 9.00-.3.30pm.
- The counsellor will allocate a 30-minute time slot and will confirm to students the suitable day/time by e-mail.
- The usual protocols of school meetings with students apply.
 - Students are asked to prepare for this session, make sure they find a quiet place to work and if necessary, have questions prepared in advance.
 - Students should make sure they are available at the agreed time, be punctual and like any school meeting, to contact the Guidance Counsellor if unable to attend by email.
 - It is the student's responsibility to complete any follow up research or actions required after this process. The Guidance Counsellor does not make decisions for students
- The student may be offered additional remote appointments if necessary

Personal Support:

- Currently, personal counselling by the Guidance Counsellor is not available. However, where you or your parents/guardians are concerned about your wellbeing, Guidance Counsellors can offer a supportive space or 'listening ear'.
- To facilitate this support, parental consent will be sought by the Guidance Counsellor prior to the appointment being confirmed.
- Students will also be advised of the appropriate support services in the community, which they could avail of.
- If necessary, students maybe referred to the school's Counsellor through the student support team.
- Where a student is in crisis and is deemed to be at risk to themselves or others, parents, the DLP and Tulsa will be contacted.

General Principles

- Guidance counsellors follow The IGC Code of Ethics when engaging remotely with students.
- Our school policy on confidentiality applies and is informed, by the General Data Protection Regulations (GDPR) and the Children First Guidelines (2017).
- Records of meetings will be kept in line with GDPR guidelines (2018).