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| **ORGANISATIONAL ORIENTATION** |
| **Safeguarding**  |
| **Safeguarding young people – disclosure protocol** |  |
| **Information sharing and confidentiality** |  |
| **A completed referral must be received before any sessions can begin so that clients’ needs can be safely assessed** |  |
| **Risk assessment if seen by external professionals** |  |
| **Meetings and communication** |
| **Regular meetings with lead counsellor and counselling manager** |  |
| **Information sharing (internal)** |  |
| **Administration** |
| **Desk space** |  |
| **Use of computer** |  |
| **Locked filing system that only counsellors’ access with key** |  |
| **Access to photocopying** |  |

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| **PHYSICAL ORIENTATION** |
| **Facilities, resource, and equipment** |
| **Facilities/resource/equipment available** |  |
| **Suitable and private room assigned for counselling throughout time of service provision** |  |
| **Health and safety** |
| **Health and safety of all persons** |  |
| **Accident and emergency** |
| **Procedures, for example fire evacuation** |  |
| **First aid** |  |