



Katrina Caslake RM (BSc) Counsellor Children and Young People

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Counselling Service Policy

1. Overview

This counselling service operates in line with BACP ethical guidelines and is subject to periodic review and updates.

- **Counsellor:** Katrina Caslake, registered BACP member
- **Ethical Framework:** Committed to equality, diversity, and inclusion
- **Terminology:** "Young person," "pupil," and "client" are used interchangeably.

2. Definition of Counselling

Counselling is a professional service providing support to young people facing behavioural, social, and emotional challenges. It helps with developmental issues, decision-making, emotional literacy, self-reflection, trauma resolution, and personal growth.

Young people must voluntarily engage in counselling (BACP, 2006). An introductory meeting will be arranged to ensure informed decision-making. Young people over 14 can access counselling without parental consent under Gillick Competency.

3. Client Referrals

Referrals may come from self-referrals, parents, schools, organizations, or professionals. Common issues include:

- Family breakdown, bereavement, bullying, anxiety, depression, and stress
- Emotional distress displayed through truancy, disengagement, isolation, or disruptive behavior

4. Initial Assessment

An initial session will:

- Assess familial and presenting issues
- Conduct a risk appraisal
- Explain confidentiality (Sec. 6), duty of care, data protection (Sec. 11), and attendance policies (Sec. 9)
- Establish a counselling contract if agreed

5. Consent



- **Under 14:** Requires parental consent
- **14+:** Can access counselling without parental consent under Gillick Competency, assessed on understanding and best interests

6. Confidentiality, Safeguarding & Information Sharing

Confidentiality is essential but not absolute. The counsellor may share information:

- If there is significant risk of harm to the client or others
- When required by safeguarding laws
- If the client requests information to be shared with other parties

Parents do not have automatic access to session content. Clients will be informed of any parental inquiries regarding their counselling.

7. Counselling Contract

A signed contract outlines confidentiality, data usage, record-keeping, and consent.

8. Duration of Counselling

- Typically 12 sessions, including the initial assessment
- Regular reviews assess progress and continuation
- No session limit in private practice, with parental input and work overview

9. Appointments & Attendance

- Sessions should not disrupt education or family schedules
- Clients take responsibility for attending sessions
- Two consecutive missed sessions without contact results in disengagement status
- Clients can return for counselling if needed in the future

10. Waiting List

Sessions are allocated on a first-come, first-served basis, with priority given to crisis cases.

11. Data Protection

- **Electronic Data:** Stored securely with restricted access
- **Hard Copy Data:** Kept in locked storage
- Clients may request to view their notes
- Parents do not have automatic access to their child's records

12. Referrals to Other Services

If a client requires additional or specialized services, referrals will be discussed and made with client involvement.

13. Service Monitoring & Evaluation



- **Client Feedback:** Encouraged but optional
- **Wellbeing Assessments:** Used to track progress
- **Statistical Data Use:** Clients may consent to anonymous data use for service improvement

14. Health & Safety

The service follows venue health and safety protocols. A copy is available upon request.

For further details, please contact Katrina Caslake.