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**Important School Information**

The school must ensure that the referral form is fully completed including identification of any potential risk. For example, if a child has previously made an allegation against a member of staff or has been violent towards an adult, this needs to be disclosed on the form. Incomplete referral forms will not be considered.

The school must allocate a named member of staff to undertake all correspondence linked to the referrals to Strength in Mind and the name of the DSL, if different.

The counselling will take within the student’s school. To ensure the student receives a full session, please arrange a confidential room and dedicated parking space for the duration of the session. Any delays with parking or setting up will result in the student’s session being reduced. This is the responsibility of the school to arrange.

The school must facilitate the release from normal school activities for the young person to attend their allocated sessions.

Schools should obtain parental permission for the young person to be referred for counselling unless the young person is of an age / level of maturity to make this decision themselves.

If the school is closed for an inset or training day. The child/young person will receive the counselling at our local counselling base, or we will try to find agreement from another local school.

The school must notify Strength in Mind of all inset/training days.

If a young person reveals something which is deemed to be a safeguarding issue during a counselling session, the school DSL will be contacted on the day of the disclosure and the DSL needs to take appropriate action in line with HCC policy.

If a young person is unable to make a session through illness, the school must contact Strength in Mind as soon as possible.

If the child/young person fails to attend 2 consecutive appointments without good reason, the counselling will be terminated. Any non-attendance will be part of their 10-week allocation. This includes any organised school events. The exception to this is in the case of prolonged illness when the counselling may be postponed with further appointments offered subject to availability.

Where there is a significant change to a young person’s circumstances, either between referral and commencement of counselling or during the course of counselling, the school must inform Strength in Mind.

The school must contact the Director of Strength in Mind immediately should there be any allegation, complaint or concern made about a therapist by a young person, parent or member of school

If you require additional information, please contact Strength in Mind direct.

Contact Details for Strength in Mind Therapeutic Service’s CIC

Email: [Support@strengthinmind.org.uk](mailto:Support@strengthinmind.org.uk)

Telephone: 07931 375854