

Desmond College Digitalised Whole School Guidance

As part of the Whole School Guidance Plan:

Academic Year 2020/2021

Desmond College

Introduction to Digitalised Guidance

This resource outlines the decisions made at local school level about the logistics of digitalised / online school guidance provision in our school.

All content was discussed and agreed between School Management and the School Guidance Counsellor. The approach to digitalised Guidance in our school is documented here in line with:

A Whole School Guidance Framework document (NCGE, 2017)

<https://www.ncge.ie/resource/ncge-whole-school-guidance-framework>

(Covid-19) Support information for Guidance Counsellors in Schools (NCGE, 2020)

<https://www.ncge.ie/resource/covid-19-ncge-support-information-GC-schools>

Continuity of Guidance Counselling - Guidelines for schools providing online support for students (DES, 2020)

<https://www.education.ie/en/Schools-Colleges/Information/Post-Primary-School-Policies/Policies/continuity-of-guidance-counselling-guidelines-for-schools-providing-online-support-for-students.pdf>

Continuity of Schooling (DES, 2020)

www.education.ie/en/Schools-Colleges/Information/continuity-of-schooling/continuity-of-schooling.html

Digitalised Guidance is provided in our school in line with the continuum of support model (NCGE, 2017 p12): Guidance for A Few, Guidance for Some, Guidance for All. This resource outlines the provision of digitalised guidance in line with that continuum. The first section outlines the logistical approach for 'Guidance for A Few,' a second section notes the approach for 'Guidance for Some,' and the third section refers to 'Guidance for All.' In addition, a final section outlines how our school will coordinate Whole School Guidance, should the school have to close for part of the year or if some staff must self-isolate.

Guidance for A Few:

In Desmond College ALL students will have access to one-to-one supports from teachers, support teams and the Guidance Counsellor, where appropriate.

Parents / Guardians will be informed that these services are available by:

A text sent to all parents

In each of these communications, parents are invited to contact the school directly should they wish to discuss the provision of such supports.

In Desmond College we agree to undertake our '**Guidance for a Few**' (one-to-one sessions) as follows:

Platform Used:	Zoom or Google Meets
How and when students may be contacted:	A schedule of virtual meetings should be planned with students by email during a limited time frame (e.g. following the 'normal' local school timetable, 9am-3.35pm). Contact with students should not occur outside of these agreed times. Personal phone numbers will not be exchanged between the Guidance Counsellor and students / parents / guardians.
Contact with parents may arise when:	A Child Protection issue arises.
Students are identified as needing one-to-one support through several school processes:	<u>Self-Referral</u> – students may self-refer by sending an email to the Guidance Counsellor. Students are notified about how to connect with the guidance counsellor at the beginning of the school year <u>Student support team</u> : Teachers are aware they can contact the student support team by email if they are concerned about a student. The student support team will then take appropriate action which may include referral to the Guidance Counsellor. <u>Parents</u> : If parents are concerned for their children, they may contact the Year Head or Guidance Counsellor through Reception.
Frequency of Contact:	The agreed procedures to facilitate students to be notified of their initial appointment in advance in Desmond College is through school email.

	<p>Further contact will be agreed with students as appropriate during each meeting.</p> <p>This will be clearly communicated to the student in each meeting and/or at the beginning of the series of sessions e.g. 'We will work together for three sessions and review our plan on the third session'</p>
Session Length:	Each one-to-one meeting would not exceed the duration of normal appointment or lesson times e.g. 40 minutes, except in the event of an emergency.
Contract:	<p>A contract will be made with students at the beginning of the one-to-one sessions as it would have been in a 'face to face' situation (this can be done verbally or in writing depending on original school policy).</p> <p>Included in this contract, it will be noted that neither party will record or take photographs of the session.</p> <p>Students and parents are informed that a record of the session will be kept by the Guidance Counsellor, in line with normal professional practice and the school's 'Confidentiality Policy.'</p>
DLP and DDLP:	<p>If digitalised guidance is taking place, our school procedures for communication with the DLP and the DDLP are through phone contact.</p> <p>The DLP and DDLP are : Vourneen Gavin Barry (Principal) Elizabeth Cregan (Deputy Principal)</p> <p>If an emergency/child protection issue arises during a time when digitalised guidance is taking place, the agreed protocol is to: Contact the DLP by phone</p>
Communication with management:	<p>School management are fully aware of and have agreed on all aspects of this document.</p> <p>This document was discussed and agreed on 12th Jan 2021 It is agreed that this document will be reviewed on 1st June 2021.</p> <p>The guidance counsellor will meet on a Weekly basis to update management on how digitalised one-to-one guidance appointments are progressing.</p>
Record Keeping & GDPR:	A record of every one-to-one guidance counselling meeting will be kept by the Guidance Counsellor and stored appropriately in line with normal professional practice

	<p>Our school uses the NCGE one-to-one meeting record, which can be downloaded and used as an editable PDF document or printed off for use as paper records.</p> <p>https://www.ncge.ie/resource/record-templates-guidance-counselling-one-one-meetings-students</p> <p>We store paper records. The Guidance Counsellor ensures these are safely stored, are not accessible to others and are returned to the school premises as soon as is practicable.</p>
--	---

Guidance for Some:

A definition of 'Guidance for Some' can be found on the 'Whole School Guidance Framework' document (NCGE, 2017 p13)

In Desmond College digitalised 'Guidance for Some' will operate in line with our school's 'Remote Learning Policy' as follows:

- Classes will run on line using Zoom platform/Google Meets
- Powerpoints and work will be transferred and provided on Google Classrooms
- Other year groups will receive study skills resources etc via email
- 6th years will be sent emails on a regular basis of all information coming via the Guidance Counsellor

Guidance for All:

A definition of 'Guidance for All' can be found on the 'Whole School Guidance Framework' document (NCGE, 2017 p12)

www.ncge.ie/resource/ncge-whole-school-guidance-framework

In Desmond College digitalised 'Guidance for All' will operate in line with our school's 'Remote Learning Policy' as follows:

- All students have access to the Guidance Counsellor by email.
- The Guidance Counsellor will connect with all students via email and provide a presentation regarding study skills.
- This will be done at least once every half term

Coordination of Whole School Guidance:

This section describes how the school approaches the management and coordination of whole school guidance if a blended/digitalised approach must be undertaken in our school.

- The Guidance Counsellor meets with Senior Management on a very regular basis through Care Team Meetings, AEN meetings, SST meetings and general conversation by phone or email.
- Any Child Protection related issues will be coordinated by the school Principal
- SST meetings are via Zoom on Thursdays at 9.30am

The content of this document has been agreed by Vourneen Gavin Barry (Principal) and Kerrie Collins (Guidance) on 12th Jan 2021.

This document will be reviewed and updated on 1st June 2021