

Digitalised Whole School Guidance for Whole School Guidance Plan St Louis Community School: Academic Year 2020/2021

Introduction to Digitalised Guidance

This resource is in addition to the Whole School Guidance Plan and outlines the decisions made by our school 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(s). 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.

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Guidance for A Few:

In St Louis CS 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:

- The notification by the following methods where appropriate (Text/School App/Email/Facebook/School Website) if our school must close during the academic year 2020/2021
- In each of these communications, parents are invited to contact the school directly should they wish to discuss the provision of such supports.

In St Louis CS we agree to undertake our 'Guidance for a Few' (one-to-one sessions) as follows:

Platform Used:	Microsoft Teams / Zoom / Email
How and when students may be contacted:	A schedule of virtual meetings will be planned with students by email during a limited time frame (e.g. following the 'normal' local school timetable, 9am-4pm in St Louis CS). Contact with students will not occur outside of these agreed times unless in an emergency. Personal phone numbers will not be exchanged between the Guidance Counsellor and Students / Parents / Guardians unless in an Emergency.
Contact with parents may arise when:	A Child Protection issue arises. Our approach to contacting parents in this event is: through phone followed up by an email where appropriate.
Students are identified as needing one-to-one support through several school processes:	Self-Referral – 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 and via group email in the event of a school closure. Individual Meetings will take place via Microsoft Office Teams or Zoom. Pastoral Care Team: Teachers are aware they can contact the Pastoral Council team by email if they are concerned about a student. The Pastoral Council team will then take appropriate action which may include referral to the Guidance Counsellor. Parents: If parents are concerned for their children, they may contact the Principal, Deputy Principal or Guidance Counsellor. Parents are informed of how to make contact on the school website/text/school app.

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<p>Frequency of Contact:</p>	<p>The agreed procedures to facilitate students to be notified of their initial appointment in advance in St Louis CS is: <i>through Microsoft Office Team/ Zoom or email where appropriate.</i></p> <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>
<p>Session Length:</p>	<p>Each one-to-one meeting would not exceed the duration of normal appointment or lesson times in St Louis CS eg: 30-40 minutes, except in the event of an emergency.</p>
<p>Contract:</p>	<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 and this will be done verbally with a written record kept by the Guidance Counsellor. 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>
<p>DLP and DDLP:</p>	<p>If digitalised guidance is taking place, our school procedures for communication with the DLP and the DDLP are:</p> <ol style="list-style-type: none"> 1. By Phone 2. By Email <p>If an emergency/child protection issue arises during a time when digitalised guidance is taking place, the agreed protocol is to:</p> <ol style="list-style-type: none"> 1. Contact the DLP or DDLP via phone 2. Contact Gardai/Tulsa 3. Contact Parent/Guardian
<p>Communication with management:</p>	<p>School management are fully aware of and have agreed on all aspects of this document.</p> <p>This document was discussed and agreed in September 2020. It is agreed that this document will be reviewed in May 2021.</p> <p>The Guidance Counsellor will meet on a bi-monthly basis to update management on how digitalised one-to-one guidance appointments are progressing.</p>

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Record Keeping & GDPR:	<p>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> <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. https://www.ncge.ie/resource/record-templates-guidance-counselling-one-one-meetings-students</p> <p>In our school we securely save our records by</p> <ul style="list-style-type: none">• using a password protected work laptop. The files are saved into a dedicated folder and are in no way accessible by a third party.• Storing 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>The most common method is the storing of paper documents in a secure filing cabinet in the Guidance Counsellors Office.</p>
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Guidance for Some:

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

- Timetabled classes will run via Microsoft Office Team either as a live stream or narrated Powerpoint during their allocated time on the school timetable
- Non-timetabled classes will be run via the above online Platforms at an agreed time in the event of a school closure
- Smaller student groups will be invited to take part in group sessions on certain topics e.g. for those students applying to UCAS / those students who would like to learn about a career in the health sciences through the online platforms mentioned above
- Groups of students will be contacted via MO Teams and email

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Guidance for All:

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

- The Guidance Counsellor will connect with all students e.g. Whole School Online Assembly / Year Group Assembly / All senior cycle students bi-monthly depending on school term.
- Guidance Counsellors will connect with 'All' once a term
- The school will communicate to students via MO Teams/Email/School App where appropriate.

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 meet/link in with school management via MO Teams/Zoom/ Phone or email bi-monthly where appropriate

In line with our Child Protection Policy in the case of an emergency Management/Gardai-Tulsa/Parent-Guardian will be contacted in this order

The Pastoral Care Team will have weekly scheduled meetings

The content of this document has been agreed by:

Ms Regina Anderson (Principal) Regina Anderson

Ms Walburg Ruane (Guidance Counsellor) Walburg Ruane

Ms Tracey Kenny (Guidance Counsellor) Tracey Kenny

On 6/07/2021.

This document will be reviewed and updated in **May 2020**

Patrick McElbane 6th-01-2021
CHAIRPERSON