



## **Borrisokane Community College**

### **DIGITALISED WHOLE SCHOOL GUIDANCE PLAN**



# Digitalised Whole School Guidance Plan

## Borrisokane Community College:

Academic Year 2020/2021

### 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 Counsellors. 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](http://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 Borrisokane Community 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 notification through email/phone/post if our school must close during 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 Borrisokane Community College we agree to undertake our '**Guidance for a Few**' (one-to-one sessions) as follows:

Platform Used:	Microsoft Teams
How and when students may be contacted:	<p>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-3:40pm). Contact with students should not occur outside of these agreed times.</p> <p>Personal phone numbers will not be exchanged between the Guidance Counsellor and students / parents / guardians.</p>
Contact with parents may arise when:	<p>A Child Protection issue arises.</p> <p>If the student requires referral to an external agency.</p> <p>If the student is experiencing suicidal ideation.</p>
Students are identified as needing one-to-one support through several school processes:	<p><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 and regularly throughout the year. Students will be reminded via email at the start of the school closure.</p> <p><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.</p> <p><u>Parents</u>: If parents are concerned for their children, they may contact the Year Head, School Management or Guidance Counsellor. Parents are informed of how to contact staff members on the school website and in the welcome letter sent at the start of the year. Parents can also contact school reception who will then link in with relevant staff member.</p> <p><u>Teachers</u>: May refer a student via email.</p>

<p>Frequency of Contact:</p>	<p>The agreed procedures to facilitate students to be notified of their initial appointment in advance in [Borrisokane Community College] is through school email.</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 e.g., 58 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 session as it would have been in a 'face to face' situation.</p> <p>Included in this contract, it will be noted that neither party will record or take photographs of the session.</p> <p>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>During school closure while digitalised guidance is taking place, our school procedures for communication with the DLP and the DDLP are via Teams, email or phone.</p> <p>If an emergency/child protection issue arises during a time when digitalised guidance is taking place, the agreed protocol is to: Ring the DLP or DDLP and follow up with email.</p>
<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 on January 14<sup>th</sup> 2021.</p> <p>It is agreed that this document will be reviewed throughout school closure.</p> <p>The guidance counsellor will meet on a weekly basis to update management on how digitalised one-to-one guidance appointments are progressing; this update will happen during the Care Team meeting.</p>

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>In our school 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>
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### GUIDANCE FOR SOME:

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

[www.ncge.ie/resource/ncge-whole-school-guidance-framework](http://www.ncge.ie/resource/ncge-whole-school-guidance-framework)

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

- Guidance classes will take place during their allocated timetabled time.
- Where appropriate small group guidance will take place on topics relevant to those groups of students, such as talks on studying in Europe, applying to UCAS etc.
- These small 'groups' of students will be formed through Teams invitations and school email
- Student work will be collected and feedback given via Teams and email.
- Students/Parents are welcome to email the Guidance Counsellors regarding specific questions and will be dealt with during normal school hours.

### 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](http://www.ncge.ie/resource/ncge-whole-school-guidance-framework)

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

- The Guidance Counsellor makes contact with all class groups according to the Remote Learning School timetable.
- The Guidance Department will continue to post weekly content relevant to the student body via social media.

- Due to the high volume of emails during school closure, the Guidance Department will be mindful of not overwhelming students with too much information via this method of communication.
- 3rd Level Institutes will continue to present to students through online meetings. These will be monitored by the Guidance Counsellor(s).

### **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.

If there is a child protection concern the Guidance Counsellor will contact the DP or DLP via telephone. The Student Support Team will continue to meet weekly via Teams and follow its usual protocols of discussing students on Focus In and Focus Out and arrange Check and Connect with students who need support. Feedback on the past week will be presented to the meeting and any referrals from staff will be reviewed.

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The content of this document has been agreed by Matthew Carr (Principal) and [Annette Tierney & Trudy Carroll \(Guidance Counsellors\)](#) on 14/01/2021

This document will be reviewed and updated throughout school closure.