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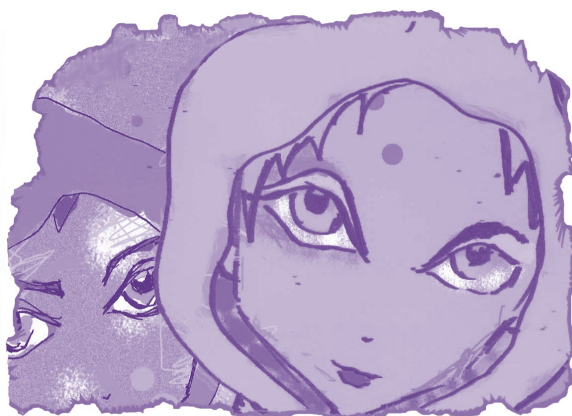
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Introduction/Mission Statement

The Junction is an award winning charity that offers young people (aged 12—21), primarily from Northeast Edinburgh, access to a wide range of health and wellbeing services, including support, education and information.

We work with a value base that encourages social and economic inclusion. By promoting long-term prevention of health problems, and raising the awareness and self-esteem we aim to increase the capacity of the young people we work with to make informed choices about their lives.



THE COUNSELLING SERVICE

One of the services available at The Junction is the counselling. Young people who attend counselling benefit from being able to explore their emotions, thoughts and feelings in a safe and confidential space. They work with their counsellors to develop coping strategies that are sustainable and allow them to work towards positive change.

We could not do this work without our trainee counsellors who allow us to reach a greater number of young people. The different training modalities of our trainees help us to provide a better service as we recognise that every young person is unique and their pathways towards change may need to be met through different ways.

Introduction/Mission Statement

OUR VISION

For all young people to achieve their full potential.

OUR MISSION

To work with young people to support their health and well-being by helping them explore their life choices.

OUR VALUES

Equality and Diversity: We value, recognise and respect difference, promoting a safe space for all; believing fairness (or equality of opportunity offers the best chance for all of us to reach our full potential.

Creativity: We value different ways of thinking and being; using creativity allows us to be more open-minded and to stimulate new ideas. We recognise the positive impact creativity can have on health

Integrity: We value holding ourselves and others accountable, communicating honestly and accepting responsibilities for our actions.

Community: We value being rooted in and contributing to our local communities.

Collaboration: We value finding ways of working together with young people, each other and the wider community to create the best opportunities for everyone to reach their full potential.

Consistency: We value consistency, being constant in our approach (maybe ethos) and doing what we say we will do, which builds trusting relationships and creates safe spaces.

Transparency: We value clarity, honesty and being open to review.

Nurturing: We value a nourishing and compassionate environment, supporting healthy growth and development for all

The Junction Trainee Counsellor Policy...

PLACEMENT OPPORTUNITIES

Placement opportunities are open to trainees from all therapeutic modalities however we do ask the following of our trainees. They must...

- have completed or be enrolled in a diploma programme leading to a professionally recognised qualification in counselling/psychotherapy.
- make a commitment of at least 12 months to the service
- have external clinical supervision in place

In return The Junction will provide:

- a safe a confidential space to meet with young people
- a regular time slot to see up to four clients for up to 20-weeks
- ongoing support and daily debrief available from a qualified therapist or senior member of staff
- regular training/peer learning opportunities including Child Protection training

HEALTH AND SAFETY

Trainees will be provided with a Health and Safety induction on arrival. This will include:

- Covering the workplace 'Health and Safety Policy'
- Familiarisation with the workplace 'Risk Assessment Procedure'
- Familiarisation with The Junction Codes of Practice
- Information on security/access arrangements or precautions
- Training in local panic alarm system
- Training on agency policies which support placement students with special needs, such as disability or pregnancy

... continued

PRACTICE GUIDELINES

More detailed information, including copies of the documents referred to are provided during the Trainee Induction.



Recruitment & Selection

We encourage applications from trainees from all modalities. An application form must be filled out including two references, one of which should be the trainees course supervisor. Applicants will be invited for an interview if they are successful in their application.

Ideally trainees will have already completed a placement in another setting and have some experience working with children and young people, however this is not a requirement.

Recruitment will be in line with The Junction's Recruitment and Selection Policy and Equal Opportunities Policy.

Protecting Vulnerable Groups (PVG)

The PVG scheme is managed by Disclosure Scotland. It helps ensure people who are unsuitable to work with children and protected adults cannot do regulated work with these vulnerable groups. All trainees will be required to join the PVG scheme and have a criminal records check .

Ethical Framework

Trainees undertaking a placement at The Junction are required to read and abide by the Ethical framework of the BACP.

Full Disclosure of Trainee Status

BACP requires that all service users are fully aware that they are working with a counsellor in training, whose work is supervised by accredited professionals. In accordance with this The Junction will make the young people who are accessing the counselling service aware of this in advance of them starting therapy

REFERRALS AND ASSESSMENT

The majority of our referrals are via self-referral. However, we also accept referrals from other professional services including schools, GPs, health visitors etc.

Assessments are carried out and then clients are allocated by the Counselling Team Lead to a trainee based on the complexity of the referral and the experience of the trainee. Trainees will be required to take the referrals to their supervisors for discussion and confirmed suitability prior to taking on the young person. Once suitability is confirmed the trainee counsellor then becomes responsible for contacting the client to arrange an initial appointment.

Additional clients can be taken on with discussion and agreement from the Counselling Team Lead and trainee supervisor.

The Junction holds clinical responsibility for all of its clients and has outcome and feedback measures as well as risk assessments in place to make sure that both the client and the trainees feel that they are safe and that their needs are being met.

CONFIDENTIALITY

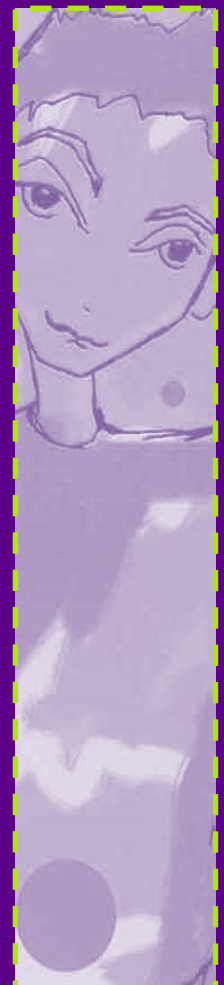
Trainees are bound by the same requirements for confidentiality as paid staff, which is outlined in the Confidentiality Policy. We also ask that trainees go through a Confidentiality Agreement with the young people they work with.

SAFEGUARDING

Trainees will be required to read and become familiar with The Junction's Safeguarding Policy and reporting procedure, and complete Level 2 Children and Young People Protection training before starting their placements. This will be provided internally.

INSURANCE

Trainees are required to hold their own professional liability insurance.



SUPERVISION

Trainees are required to have external clinical supervision arranged in line with BACP/COSCA requirements outside of their placement. However, the Counselling Team Lead will work in a joined-up approach with trainees, training bodies and supervisors to make sure that the trainees are appropriately supported and practicing safely to the benefit of their clients.

The Junction will provide non-clinical review meetings with the Counselling Team Lead to make sure the trainee is having their needs met in their placement. Furthermore, it is expected that the trainees attend Counselling Team Meetings every 6-weeks. This is to help establish a community and support-base amongst the counselling team as well as provide opportunities for Peer Learning.

A collaborative report will be completed by the trainee, placement provider, training body and trainee supervisor after 6-months and then 1-year to assess how the placement is going.

RECORDING SESSIONS

Many trainees request to tape sessions as part of their training requirements. Trainees will be expected to arrange consent with their clients in their sessions. Before approaching the client, the Trainee will be required to have the consent forms approved by the Counselling Team Lead and provide specific information from their training organisation about how the recordings are managed. It is imperative that tapes are held securely and destroyed or given to the client after they have been used. They must not be labelled or contain anything that will identify the client.

CLIENT NOTES

Trainees will be required to keep their client notes up-to-date. Records should concentrate on factual material and exclude comments on the trainee's own process or speculation on diagnosis. This record should include accounts of letters sent, messages received and telephone conversations and risk related conversation, i.e. when a client expresses suicidal thoughts or plans and the actions you took in response. It is, of course, understood that the trainee may want to keep process details for their work, but they should be kept separately and anonymously.

EQUAL OPPORTUNITIES

The Junction operates an equal opportunities policy with respect to both paid staff and trainees. A copy will be provided during the Trainee Induction.

Trainees will be expected to demonstrate an understanding of and a commitment to our equal opportunities policy.



ABSENSES & ENDINGS

Where possible trainees should give clients at least one month's notice of absences. Client's should not be taken on directly before taking leave, as this does not facilitate the development of a therapeutic relationship.

When ending with a client a Case Ending Summary form will need completed. This offers an opportunity to reflect upon the work undertaken with the client and, is a valuable self-reflective tool.

Trainees must give one months' notice of their intention to leave the service to their line manager and their clients.

GRIEVANCES

The Junction has a policy to deal with grievances trainees may have. In line with this trainees have the right to discuss any concerns they have with their Named Worker.

If they are unable to resolve the problem they will refer the matter to a Manager and ultimately the Board of Trustees, with the knowledge of the trainee.

The Junction has a policy on how it will deal with any disciplinary issue regarding any member of staff, a copy of which will be provided during the Trainee Induction.

Trainee Conduct

Trainees are required to maintain satisfactory standards of performance whilst on placement.

They are expected to comply with all reasonable instructions given by staff, and to demonstrate an acceptable level of conduct and politeness.

Drugs & Alcohol

The use or handling of illicit drugs or alcohol is completely unacceptable whilst on placement with The Junction.



Dress & Appearance

We believe that dress is an expression of individuality, which we welcome. However, it is important that your dress and appearance is professional and reflects the environment in which you work.



Positive Role Modelling

Young people who access our services may well look to the staff and trainees as role models. Therefore it is important to consider how we present ourselves, our opinions and behaviours.

Working with a positive attitude when dealing with stress and challenges, can go a long way to encouraging people to avoid a negative outlook.

Using good communication skills, whilst demonstrating kindness, honesty and integrity during your placement, can have a significant impact on the lives of those who use our services.

Environment

Trainees should try to reduce wastage by ensuring they avoid using unnecessary lighting/heating or leaving taps running and should switch off any equipment not in use; handling resources with care.

Property & Equipment

The Junction resources and premises should only be used for project related business, unless agreed through prior arrangement with staff.

Attendance & Timekeeping

Trainees are asked to arrive for their sessions promptly and to remain for their agreed hours; and should attempt to provide staff with as much notice as possible when time off or alterations are required.

Trainee Induction Checklist

ORGANISATIONAL ISSUES	DONE	DATE	NOTES
Mission Statement & Values			
Project Information; Client Group & Services			

RECORDS & PROCEDURES	DONE	DATE	NOTES
Disclosure Scotland/PVG			
Trainee Agreement/Confidentiality Agreement			
Support & Supervision			
Training Needs and Opportunities			
References			

POLICIES	DONE	DATE	NOTES
Trainee Counsellor Policy			
Equal Opportunities Policy			
Health & Safety Policy			
Environmental Policy			
Child Protection/ Protection of Vulnerable Adults			
Data Protection/Confidentiality/Record Keeping			
Grievance & Disciplinary Procedure			
Environmental			
Policy & Procedure for Supervision			
Policy & Procedure for Client Assessment			
Internal & Clients Complaints/Concerns			

PRACTICAL DETAILS	DONE	DATE	NOTES
Tour of Project (including door codes)			
Introduction to Team			
Workplace Resources (office/library/refreshments)			
First Aid			
Fire Drill (including Fire Safety)			

OFFICE PROCEDURES	DONE	DATE	NOTES
Telephone Systems			
Photocopier			
Refreshments			
What's Kept Where (stamps, stationery, etc...)			

Trainee Induction Checklist

COUNSELLING SERVICE	DONE	DATE	NOTES
Supervision			
Client Filing System			
Waiting List & Allocating Clients			
Database/spreadsheet			
Psychlops			
Case Notes			
Paperwork & Client Agreements			



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