

## Online Counselling Contract

We at Loreto College, St. Stephen's Green aim to provide counselling as a secure and confidential service. All emails, telephone conversations and video calls are confidential. We endeavour to make sure no calls or video chats are interrupted and are kept private. The Guidance Counsellor is trained in the proficiency of technology for this use and continues to upskill in this area.

Students are responsible for making the necessary arrangements to ensure confidentiality from their end during sessions and afterwards where computers may be shared.

Personal data is required for our own records and may be stored by the Guidance Counsellor in a secure file.

When the client is underage the practitioner needs to consider whether, in certain circumstances, a parent or guardian should be informed, or whether consent is required.

From a counselling perspective students must accept that there are limits to confidentiality. While the content of the sessions and the student's identity is treated with the strictest confidence, this may cease should the student disclose criminal activity, child sexual abuse, or material which leads the Guidance Counsellor to believe that the student poses a threat to the safety of themselves or others or where the safety of a minor is threatened. In all instances where it may be necessary to break confidentiality the student will be informed prior to any action being taken. Students accept that in the name of best practice Guidance Counsellors are required to attend regular supervision and that your identity will remain confidential.

The Guidance Counsellor will consider their own boundaries and limitations when working online just as they would in face to face work with students.

Students are asked to adhere to the code of ethics that they would follow as if this was a face to face counselling session in school during school time.

Types of online counselling:

Email, telephone, online voice service, online video service, instant messaging

If at any stage you feel you are in the position where you might need counselling, please contact:

Mr. O Mahony. Email: [d.omahony@loretothegreen.ie](mailto:d.omahony@loretothegreen.ie)