

## OUTREACH COUNSELLING

ORGANISATIONAL ORIENTATION	
<b>Safeguarding</b>	
Safeguarding young people – disclosure protocol	<input type="checkbox"/>
Information sharing and confidentiality	<input type="checkbox"/>
A completed referral must be received before any sessions can begin so that clients' needs can be safely assessed	<input type="checkbox"/>
Risk assessment if seen by external professionals	<input type="checkbox"/>
<b>Meetings and communication</b>	
Regular meetings with lead counsellor and counselling manager	<input type="checkbox"/>
Information sharing (internal)	<input type="checkbox"/>
<b>Administration</b>	
Desk space	<input type="checkbox"/>
Use of computer	<input type="checkbox"/>
Locked filing system that only counsellors' access with key	<input type="checkbox"/>
Access to photocopying	<input type="checkbox"/>

PHYSICAL ORIENTATION	
<b>Facilities, resource, and equipment</b>	
Facilities/resource/equipment available	<input type="checkbox"/>
Suitable and private room assigned for counselling throughout time of service provision	<input type="checkbox"/>
<b>Health and safety</b>	
Health and safety of all persons	<input type="checkbox"/>
<b>Accident and emergency</b>	
Procedures, for example fire evacuation	<input type="checkbox"/>
First aid	<input type="checkbox"/>