The-Exchange

Teams Video Calling

Protocols Secondary Schools

‘Staying Safe’ for Counsellor & Young Person

* Please take care of your Privacy during your Teams video session
* You may want to blur out your background on Teams to protect your privacy
* You will be asked if you are alone and unlikely to be disturbed during Session
* Session will/can be rescheduled if unable to protect your space
* Session can be ended at short notice if required
* Please be appropriately dressed for your Session
* If under 16 years we will need Parental Permission if the session takes place at home
* If at school, we do not need Parental Permission, but the school will need to be made aware that your session has been booked and a private space made available for you.
* If any issues arise with Internet Access, the remainder of the session can be offered via telephone.

Please call 0330 2020283 if there are any technical difficulties

For Referrers:

Please advise at Request for Assistance Stage if Young Person wishes a Virtual Screening/Counselling that we have both the Young Person’s and Parents Email/Contact Numbers for Permission if under the age of 16 – please make it clear on form whose information belongs to whom.

If at school, please ensure that they have a quiet and safe area to attend the Virtual Session which will be carried out via Teams.