



## **Fierté Multi Academy Trust**

### **2016-2017 Staff Counselling Policy**

#### **Introduction**

There may be occasions when you will face pressures and difficulties in your own life for which you may seek additional skilled help to get through. You are able to get help through your own doctor at these times, but, as a caring employer, Fierté Multi Academy Trust will provide access to a Staff Counselling Service to help you face both work related problems and those arising from personal or domestic circumstances.

#### **Eligibility**

This policy applies to all employees regardless of length of service.

#### **Provisions**

The staff counselling service is a professional and confidential service intended to help you with both work related and domestic or personal problems.

**The service will be confidential and no information concerning the content of the sessions will be fed back to your manager or to anyone else.**

You can access up to 6 sessions (8 if you work in Social Care and Health) with the counselling service and these can take place within normal working hours with no loss of pay. You can also access the service outside normal working hours if necessary or in the form of a home visit if you are absent from work.

There may be occasions where the counselling service will buy in external counsellors where your situation merits this (for example where an external provider has expertise in specific areas such as gender, ethnicity, disability etc). A small budget is available within the Counselling Service to accommodate this.

### **How to Apply**

You can refer yourself to the Counselling Service. There is no need to ask your manager or any other intermediary to refer you.

The counselling service is provided by two professionally trained counsellors from SCC; **Angela Churm** and **Pam Horrocks** who can be contacted on **01785 277400**.

### **Frequently Asked Questions**

**Q. Will any information about my counselling go onto my personnel file?**

**A.** No. The counselling service is completely confidential. The only information supplied to departments is in the form of statistics on how many people the service sees and how many counselling sessions it supplies.

**Q. The number of sessions is limited so what happens if I need longer term support?**

**A.** The counselling service can refer you through your own GP to get further counselling on the National Health Service, or can refer you to a specialist agency if necessary.

**Q. Is the counselling service connected to Occupational Health?**

**A.** No. The service is independent of Occupational Health.

**Q. What should I do if I want to visit the Counselling Service during work time?**

- A.** If you want to visit the counselling service in work time and require paid time off for this you will need to discuss this with your manager so that they can make arrangements for you to take this time out of your working day. However, if you do not want your manager to know you are going to the counselling service you could take the time off as flexi-leave or as a 'medical appointment' by arrangement with your manager in the usual way.

### **Further Advice and Information**

If you need any further advice about how this policy applies to you please contact your manager or your HR Representative in the Shared Service Centre. Further advice is also available from the Occupational Health Unit.

Advice on particular issues, such as State Benefits, is available to employees from the Citizen's Advice Bureaux.

### **Standard Documents**

None

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Manager- Caroline Humphries