

Guidelines for good practice:

The Theodor Herzl High School Guidance Counsellor stands for **best practice based on the following broad guidelines:**

The counsellor works with an ethical code that contains a list of duties which are obligations to either do something or refrain from doing something.

The following duties are important:

Human duties: to be friendly, respectful and helpful.

See to it that the consultation chambers where you receive people comply with the professional standards of good practice.

Professional duties: moral obligations to be well qualified as professionals to enter into contractual relationships with clients.

Institutional duties: To be licenced to practice and conform to our scope of practice as set out by the professional body and other authorities.

Legal duties: as imposed by common law and by statute law that govern the health professions.

Duties to clients in their best interest or well-being.

- Do not harm. The primary professional duty of the counsellor is a concern for the best interest of the client.
- Keep confidential records and offer the best counselling service possible.
- Do not be judgmental. Clients cannot be blamed for their own conditions and we may never withheld support.
- Be impartial. We cannot impose our beliefs and cultural convictions on others.
- Friendliness and availability.
- Always respect other and treat them with dignity, be available to clients who need you.
- Referral. If the needs of a client are beyond the competence of a practitioner, a client needs to be referred to specialized professional.
- Respect for clients.

Our Theodor Herzl High School School Counsellor is required to:-

- Respect the dignity, confidentiality and privacy of their clients.
- Respect gender, culture, belief systems and personal perspectives of clients.
- Listen to clients and follow a client centred counselling approach.
- Avoid improper relationships or abuse power to force clients.
- Inform any client when it may be needful to refer the client to a more specialized practitioner. This also includes access to their records and files.
- Give clients the information they ask for about their condition in such a way that it is understandable, friendly and acceptable.
- Ensure that you have the informed consent of the client to render support to them and never breach confidentiality without sound reason and without the knowledge of the client.

Counselling competencies within scope of practice include the ability...

- To apply interpersonal skills by entering into a helping relationship.
- To apply counselling tools and techniques to assist, support, guide, debrief and encourage a client in need.
- To apply knowledge of health and wellness in a counselling context in order to screen for a health profile.
- To manage a counselling consultation with reference to record keeping, confidentiality, ethical codes, legal requirements and professional conduct within own scope of practice.
- To apply communication and numeracy skills in order to be able to analyse, interpret and evaluate information in a counselling context.

A counsellor is also required to demonstrate the following critical cross-field outcomes in counselling:

- Identify and solve problems to make responsible decisions using critical and creative thinking in the counselling process.
- Work effectively with others as a member of a team, group, organization or community.
- Organize and manage him/herself and his/her activities responsibly and ethically with reference to scope of practice and ethical code of the profession.
- Organize and manage a practice by keeping routine records of counselling interventions according to the work context.
- Collect, organize and critically evaluate information in screening a client to determine needs and recommend appropriate interventions.
- Communicate effectively with clients and colleagues.
- Make use of science and technology in maintaining records in a database.

- Demonstrate cultural, religious, gender, social standing and language sensitivity across a range of counselling contexts in applying knowledge of interpersonal relationships to enhance the effectiveness of the counselling process.
- Demonstrate an understanding of the world as a set of related systems by recognizing that problem-solving contexts do not exist in isolation.
- Demonstrate an understanding of the integration between human behaviour and health and wellness in terms of short term interventions and potential long term effects.
- Reflect on and explore a variety of strategies to learn more effectively in reflecting on own practice.
- Participate as a responsible citizen in the life of local, national and global communities in counselling within a structured environment.