**ETHOS COUNSELLOR SESSION LOG**

**‘Missed’ vs. ‘Cancelled’ Sessions**

In line with usual school-based counselling practice, the ETHOS study differentiates between sessions **‘missed’** by the student (**which will count as one of their 10 available sessions**) and sessions that are ‘**cancelled**’ **(so do NOT count as one of the available 10 sessions).**

For scheduling reasons, the counselling offered to young people need to be completed within ten school weeks (i.e., excluding half-term and holidays) of the first session. Where sessions are cancelled, therefore, the pastoral care team, counsellor and young person should do what they can to make up for cancelled sessions within the allocated timescale. This could be:

* + re-scheduling sessions for lunch of after school on the same day
  + re-scheduling sessions for a different day that week or the subsequent week
  + re-scheduling for more than two sessions a week later on in the counselling

Please state clearly on the Counsellor Session Log if the session is attended, missed or cancelled and, if the latter, please state the reason using one of the categories below (if other, please briefly describe).

**Cancelled session**

* Young person unable to attend because they are:
  + not allowed to leave class
  + in detention/exclusion and unable to attend
  + in exams/tests
  + on school trip
  + on required work experience
  + parental imposed absence from school
  + absent due to illness/injury
* Counsellor unable to attend

**Missed session**

* Young person unable to attend because they are:
  + in school but not where they are due to be on timetable
  + in school but actively decides not to attend
  + not in school because they have decided not to attend the counselling

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| **Planned session number** | **Date of session** | **Client ID** | **Session Number** | **Audio**  **recording code** | **Attend, Missed or Cancelled** | **Length of session (mins)** | **Reason for Missed or Cancelled if known** | **Follow up actions**  **(if any)** | **Comments**  **(if any)** |
| **1** |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |

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| **Planned session number** | **Date of session** | **Client ID** | **Session Number** | **Audio**  **Recording code** | **Attend, Missed or Cancelled** |  | **Reason for Missed or Cancelled if known** | **Follow up actions**  **(if any)** | **Comments**  **(if any)** |
| **10** |  |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |  |  |  |