**Information about the College Counselling Service**

**Appointments**

To arrange an initial appointment with Susie, the College Counsellor, email s.renshaw@joh.cam.ac.uk or complete a Registration Form (available online or paper forms available here or via the College Nurses). If you have any queries please do just email Susie.

Appointments last for 50 minutes. It is important to arrive on time as the Counselling Service works to an appointment system, so appointments that start late will still need to finish on time.

Counselling for students is usually short-term
(up to around six appointments). Some students get what they need from attending just one or two appointments, while others may need many more.

During counselling it may become apparent that you need further specialised support or longer-term psychotherapy. If this is the case Susie, the College Counsellor, will help you access this support.

**Cancellations**

If you need to cancel or rearrange your appointment please email Susie. Please give as much notice as possible so your appointment can be used by another student. If Susie has to change or cancel an appointment she will give you as much notice as possible.

**Confidentiality**

Counselling appointments are confidential. If we encounter each other outside of appointments, I will respect your privacy and only acknowledge you if you do so first.

I will not pass on information about a student (including information on whether a student has attended counselling appointments) or anything they have shared in counselling appointments with anyone outside the service (including other Members of College) without signed consent from the student.

There are rare instances where confidentiality may be breached: if I believe you pose a serious risk to yourself or others, if you inform me of terrorist activities or information regarding a child currently being abused. In such circumstances your consent to change the agreement about confidentiality would be sought if at all possible.

**Supervision**

In line with professional requirements the College Counsellor may discuss counselling appointments with a clinical supervisor external to St John’s College. In this process the identity of the student is not revealed. The purpose of supervision is to help counsellors reflect on their work to ensure professional standards are maintained.

**Data Protection**

Personal information collected from the Registration Form (Part A) is kept for recording and statistical purposes. It is kept securely and access to it is restricted to the Health Centre (which comprises of the College Nurses and College Counsellor).

I keep brief case notes for the sole use of the counselling process and this, along with the information you provide on Registration Form (Part B), is confidential, it will be kept securely in a locked paper file and will only be seen by the College Counsellor. Counselling notes are filed anonymously and contain no reference to the students’ names.

*Susie Renshaw*

*College Counsellor*

*Health Centre*

*B2 North Court*

*St John’s College*

*s.renshaw@joh.cam.ac.uk*

 *http://www.joh.cam.ac.uk/college-counsellor-0*