

Placement and Work Experience Procedures

Our system for vetting and approving workplace and client-work experience placements is designed to ensure all opportunities are ethically sound, developmentally appropriate, and compliant with CPCAB requirements for working with children and young people (CYP). The process includes the following key elements:

1. Initial Vetting of Placement Providers

All prospective placement organisations must complete a detailed Placement Approval Form, which collects critical information regarding:

- The nature of counselling services offered, specifically for children and/or young people
- The client age range and presenting issues typically encountered
- Safeguarding procedures and designated safeguarding leads (DSLs)
- Evidence of compliance with relevant legal frameworks (e.g. Children Act 1989/2004, GDPR)
- Use of an ethical framework (e.g. BACP or UKCP)
- Details of insurance cover and policies (public liability, professional indemnity)

We assess this information against established CPCAB requirements and best practice guidelines for counselling CYP.

2. Approval Criteria

Placements are only approved if they meet the following criteria specific to work with children and young people:

- The placement involves *face-to-face with clients aged 5 - 10 or online counselling* with clients aged 11-18 (or younger, where appropriate), offering developmentally appropriate therapeutic work
- Clients and/or parents/guardians have provided informed consent for student counsellors to engage in the work
- A qualified, experienced supervisor is in place who has:
 - A recognised supervision qualification
 - At least 2 years' post-qualification experience in counselling CYP
 - Experience supervising students working specifically with CYP
- Supervision is provided at a minimum of 1.5 hours per month or 1 hour per 8 client hours, whichever is greater
- Robust safeguarding policies and procedures are clearly in place, with students given access to training or induction on these before client work begins

- The setting provides a safe, confidential, and ethically managed environment suitable for therapeutic work with children and young people

3. Guidance for Placement Managers and Supervisors

We provide a comprehensive **Placement and Supervision Handbook** that outlines:

- The Level 5 learning outcomes and the therapeutic competencies specific to working with children and young people
- Expectations for the developmental level and scope of work appropriate for learners at this stage
- The roles of the placement manager and clinical supervisor in supporting student counsellors, including contributing to assessments where appropriate
- Legal and ethical responsibilities related to safeguarding, reporting concerns, and record keeping
- Best practices in communication with the training centre regarding student progress, risk issues, or ethical dilemmas

Optional briefing sessions are offered to placement providers and supervisors to ensure full understanding of the course requirements and a collaborative approach to student development.

4. Ongoing Monitoring and Quality Assurance

To ensure placements remain safe and effective learning environments, we carry out:

- Regular check-ins with students and, where appropriate, their supervisors
- Review of supervisor feedback and written reports
- Collection of student feedback on placement quality, safety, and support
- Regular audits of placement records to ensure compliance with safeguarding and supervision standards
- Prompt action and escalation procedures for any safeguarding, ethical, or professional concerns