|  |  |
| --- | --- |
| PCC LOGO | Personal Counselling for PCC NAME Employees |

Document Overview

|  |  |
| --- | --- |
| **Purpose** | The purpose of this policy is to offer counselling support to our employees where the nature of their personal problems is affecting their ability to do their job |
| **Confidentiality** | This document is not confidential. |
| **Document owner** |  |
| **Status note** | Draft/Final |
| **Distribution** | All PCC staff. |
| **Required action** |  |
| **Proposed next step** |  |

Version History

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Status Note** |
| 1 | 05.06.2023 | HR Template |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Introduction
	1. PCC NAME cares about its employees welfare, whether it is personal problems or work related problems that is causing you to be unable to fulfil your role as normal.
	2. Counselling for PCC NAME Employees may be offered if you have personal problems which are affecting your ability to carry out your role effectively and need advice or support. The problem may also be affecting your physical or mental health.
	3. Counselling for any problem will be confidential and carried out by someone suitably qualified.
2. How to access Counselling
	1. Please speak with your Line Manager if you feel you would benefit from counselling. If you qualify for counselling, your Line Manager will refer you to the [NAME OF COUNSELLING SERVICE].
3. What support you will get
	1. [DETAIL WHAT SUPPORT IS AVAILABLE AND HOW TO ACCESS IT]
	2. If you do not qualify for this counselling or do not wish to be referred to the Diocesan Adviser, free psychological therapies, including counselling, are available on the NHS. <https://www.nhs.uk/conditions/counselling>
	3. You don't need a referral from your GP and can refer yourself directly to a psychological therapies service.