

STUDENT AND ACADEMIC SERVICES

Counselling Service

2020/21

Due to the Coronavirus pandemic, the Counselling Service is currently delivering counselling and mental health advice remotely, via Microsoft Teams (video or audio).

As a Service, we operate within UK Law and within an ethical framework set by British Association for Counselling and Psychotherapy and other professional bodies within the UK. All data is kept confidentially according to GDPR and we only break confidentiality in exceptional circumstances.

As professionals, it is our legal and ethical responsibility to ensure that all students are as safe as possible. Sometimes students contact the Counselling Service who may be in a high level of distress in their personal lives or with their mental health which may mean that they are vulnerable to harm from others or unable to keep themselves safe.

If, at any time, we are seriously worried about your health or wellbeing, we may contact your local medical doctor (GP), Emergency Contact or another person who is involved in your support. We will try to seek your consent first, but action may be taken without your consent, if it is deemed necessary for your safety or the safety of others.

Please complete the form below fully so that we have the information we need to help us support you appropriately and manage any risks.

Should you be unwilling to provide the information required within this form, the Counselling Service may not be able to provide you with support.

As the session will be delivered online, please ensure:

- Your computer is safe, password protected and has a virus checker installed.
- That you have a private confidential space for your counselling/mental health advice sessions when you are unlikely to be disrupted.

If you have any questions, you can contact the Counselling Service: **counselling@westminster.ac.uk**

Emergency/Urgent Support

Please note we cannot provide emergency support. If you require urgent/emergency support, you should contact your doctor or the nearest hospital or services listed below:

**UK Services: [Click Here](#) Crisis/Urgent
Support outside the UK:**

- https://www.iasp.info/resources/Crisis_Centres/
- <http://www.suicide.org/international-suicide-hotlines.html>
- <https://www.therapyroute.com/article/helplines-suicide-hotlines-and-crisis-lines-from-around-the-world>

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FOR OFFICE USE ONLY

Today's date:

No:

Registration Form

The Service offers Counselling and Mental Health Support. An appointment with the most appropriate practitioner will be offered based on the information you provide – **please complete all sections.**

Return this form by email to counselling@westminster.ac.uk or hand in to the Counselling service Reception.

Information about you and contact details:

First Name:

Surname:

How do you identify your gender?:

Date of Birth:

Student ID Number:

Email:

Tel Number:

Ethnic origin:

University of Westminster Information

College:

School:

Campus:

Study Level:

Your Subject:

Year of Study:

Study Mode:

Fee status:

Current Address:

Post code:

If your address outside of term time is not in London, please state where:

Non Term Time Address:

Post code:

University of Westminster Information continued

Do you consider yourself to have a disability? Yes No No known Disability
If yes, please provide details:

Are you registered with University of Westminster Disability Learning Support? ? Yes No
Please provide any details of any access help you need:

Your Doctor

It is important that you are registered with a GP. To find a local GP service please go to:

Please give the name and address of doctor. GP Address:

[Click to find NHS GP services](https://www.nhs.uk/Service-Search/GP/LocationSearch/4)
<https://www.nhs.uk/Service-Search/GP/LocationSearch/4>

Post code: Email Address:

Telephone Number of Doctor:

Your Counselling History

How did you know about the University of Westminster Counselling Service?

Who were you referred by:

If applicable, please state name of person:

Have you seen a Counsellor here before? Yes No

If yes, who did you see and when:

Have you had counselling that was not at University of Westminster? Yes No

If yes, please tell us a little about your counselling (when, what it was for, etc.):

Do you currently take medication for anxiety, depression or any other mental health issue:
 Yes No

If yes please specify:

When are you available for your initial appointment? (please tick box) The more times you can give us, the sooner we can offer you a consultation. We will try to match your stated availability however this can not always be accommodated. Any follow up appointments will be arranged between you and your practitioner.

	9:00am - 12:30pm	12:30pm – 4pm
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesdays	<input type="checkbox"/>	<input type="checkbox"/>
Wednesdays	<input type="checkbox"/>	<input type="checkbox"/>
Thursdays	<input type="checkbox"/>	<input type="checkbox"/>
Fridays	<input type="checkbox"/>	<input type="checkbox"/>

What do you see as your current problem or concerns:

Are you seeking help with regards to a mitigating circumstances application? Yes No

Are you seeking help because of an experience of sexual violence / assault? Yes No

Did the sexual assault happen within the **last month**? Yes No

Please select the statements that you feel are closest to how you have been feeling in the **past week**:

	Not at all	Occasionally	Sometimes	Often	Most of/ all the time
I have been having difficulties with my studies/ getting my work in	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I am thinking of leaving my course	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I am worried about my exams/ assessments	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I am concerned about finishing University and the future	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I have felt stressed and anxious	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I have felt depressed	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I have been in severe panic	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I have been unable to control my intake of drugs and alcohol	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I feel at crisis point	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I am worried about my state of mind	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I have thought about hurting myself	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I have hurt myself or taken risks with my health	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I have had suicidal thoughts and feelings	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

Online/remote counselling is not suitable for everyone and some problems can be addressed more effectively face to face. If the Counsellor/Mental Health Adviser feels there is a serious risk to yourself or others or you have a history of serious mental health difficulties or you are addicted to alcohol or drugs, you may be helped to find more appropriate support.

Have you ever had/have any difficulties with drugs/alcohol? (please give details)	
Have you ever self-harmed or had a suicide attempt? (please give details)	
Have you ever had/have an eating disorder? (please give details)	
Have you had/have any enduring mental health difficulties? (please give details)	

My emergency contact: Relationship to me: Email Address:	Telephone number: Address:
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By completing and signing this form, it is assumed that you have read and understood the Counselling Service Confidentiality and Data Protection policy and agree to the terms and condition therein.

(https://www.westminster.ac.uk/sites/default/public-files/general-documents/counselling-service-code-of-practice-confidentiality-and-data-protection_0.pdf)

Name

Date:

- **Please tick which of the support you would find most useful at the moment:**

The Counselling Service offers different types of help. In your appointment the counsellor will discuss your needs and help identify the appropriate support to help resolve / manage your difficulty.

Self-help Resources: Online leaflets, links to websites, online exam stress support, online anxiety and depression management help, leaflets and information on a range of issues. <https://www.westminster.ac.uk/current-students/support-and-services/counselling/self-help-resources>

Individual Counselling: Short term counselling, of up to 6 sessions, each lasting 50 minutes

Individual online counselling: We offer short term counselling by email.

Mental Health Adviser: Information and advice on managing mental health difficulties including linking up with internal and external support.

Therapeutic group: Ongoing support in a small group setting either for a specific issue, e.g. overcoming anxiety, or for managing student life.

One off consultation: This session is to get some guidance about self-help strategies, or to talk over a specific issue. (***This is not suitable for an urgent situation***)

Workshops: We run workshops throughout the year on a range of issues, including exam stress, settling into university life, mindfulness for students

Bibliotherapy: (recommended self-help books): We provide recommended books for specific issues, available from the University library. **[Click Here](#)**

Advice on finding longer term therapy or specialised help, eg couples counselling, drug/ alcohol support.