

Loreto Sisters

Guidance on the Role of the Advisor

The role

The role of the support person is to:

1. Keep the respondent informed of the process of the case.
2. Help the respondent identify and access counselling and support.
3. Record any meetings or contact they have with the respondent, and pass on relevant information to the DLP, as appropriate.
4. Uphold the seven standards in practice and behaviour.

Advisors should be particularly alert to the sense of isolation and vulnerability that a respondent may experience.

Clarity about the role

- The advisor is not a counsellor for the respondent and should not act in that role.
- The advisor should not act as spiritual guide for the respondent.
- The advisor is not an advocate for the respondent.
- The advisor does not manage the case file and will not have access to it.

Frequency of meetings

The frequency of contact/meetings should be dictated by the respondent and the province leader, but the advisor needs to keep the communication open and initiate contact at least once a year, unless the respondent states that they do not want any contact.

Storage of records

Information regarding meetings between the advisor and the respondent must be stored safely and securely. A record of the meetings that have taken place, and any relevant child safeguarding issues that have arisen, should be forwarded to the DLP for placing in the minutes of meetings section of the case file.

Support

Regular contact between the advisor and the DLP should take place to enable the DLP to keep up to date with the needs and requests of the respondent. The DLP should offer the advisor access to appropriate support and supervision, in order to allow the advisor to receive feedback on their role. If necessary or appropriate, external support for the advisor should be used.

Training

All advisors must attend a local full-day awareness-raising programme facilitated by trainers registered with the NBSCCCI. The province leader should ensure that advisors are given the opportunity to attend training provided by the NBSCCCI, in accordance with the NBSCCCI Training Strategy.

