

SOP Lil havens

SOP No.	Lilhumanie	Issue Date	Version	Revision Date
HR-002	Nagila SR, Clinical Psychologist - Intern	19/01/2026	001	MM/DD/YY

Employee Process

Purpose

This SOP outlines the roles, responsibilities, and professional guidelines for **Clinical Psychology Interns** involved in **school pitching support and psychology sessions** at **Lil Havens**. It ensures ethical practice, supervised learning, child safety, and alignment with organizational values.

Scope

This SOP applies to:

- Supporting school pitching and outreach activities
- Assisting in planning and conducting psychology sessions in schools
- Mental health awareness programs for students, teachers, and parents
- Preparation of session materials and documentation
- Confidential handling of student and school-related information

Roles & Responsibilities

School Pitching Support

- Assist seniors in preparing pitch decks and session proposals
- Attend school meetings only with prior approval
- Support coordination, follow-ups, and documentation
- Do not make commitments or representations independently

Session Support

- Assist licensed psychologists during school sessions
- Help with activity setup, student engagement, and logistics
- Observe sessions for learning purposes
- Do not conduct independent sessions without supervision

Documentation & Reporting

- Maintain attendance sheets and session notes
- Prepare summary reports under supervision
- Share observations without student identification

Professional & Ethical Conduct

- Follow psychology ethics, boundaries, and confidentiality
- Maintain respectful, child-friendly, and professional behavior
- Report any concerns immediately to the supervising psychologist

SOP Instructions

Office Timings

- Working hours are **9:30 AM to 6:00 PM**, Monday to Saturday
- Attendance must be marked accurately

Supervision & Approval

- All tasks must be performed under assigned supervisor guidance
- No independent communication with schools, parents, or students

Confidentiality

- Do not record, photograph, or share session details
- Do not discuss cases outside approved internal channels

Communication

- Use official communication platforms only
- Maintain professional tone at all times

Discipline & Compliance

- Follow Lil Havens SOPs and ethical standards
- Non-compliance may lead to disciplinary action or termination of internship

Exit / Internship Completion

- Submit all reports, notes, and assigned materials
- Return company resources and clear access rights

Note:

- **1st Monday Meeting:** Team heads to collect and share weekly updates.
- Take approval via WhatsApp group; **Missed Approvals:** HR will note it.
- **Inter-Team Support:** Communicate via email and keep CC:
imayag@gmail.com, paviraghavendran@gmail.com, prasanth2306s@gmail.com

If In Doubt – Ask Your Hierarchy/HR