



Boundless Counselling
And Behavioural Consulting

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We can all use help to reach our
full potential

Confidentiality and procedures form

1. Counselling and/or behavioural support will be based on client's chosen goals
2. The rhythm and pace of the sessions will be set by the client(s). If concerns arise the client should feel free to discuss these in session.
3. Tasks may be assigned for the client(s) to complete between sessions. These tasks are designed to help the client(s) progress.
4. Records will be taken during sessions; these are taken to aid in client(s) progress, as a record of the work completed, and for legal purposes. These records are kept in a locked cabinet. All files will be destroyed in a confidential manner after five years of your last visit.
5. Confidentiality of the client(s) is maintained unless one of the following criteria is met
 - a. When disclosure is required to prevent harm to the client or others
 - b. When it is reported that child(ern) are being or harmed or at risk of being harmed.
 - c. When legal requirements demand that confidential materials be revealed
 - d. If needed counsellor may consult with other professionals to better their service for the client. This consultation will be done in a manner where all no identifying information will be shared.
6. Payment is due at the end of each session. Payment can be accepted in the form of cash, credit card, cheque or email transfer.

By signing below you confirm that you have read and understood the above, and agree to the terms as stated.

Signature _____

Date _____