**Counselling Contract**

**What is counselling?**

Counselling is a space for clients to explore any material they wish to present to the counsellor in a safe, comfortable, and confidential space. The counsellor’s role is to help the client resolve their own issues, not make decisions for them or act on their behalf whilst providing core conditions of Empathy, Non-judgment and Honesty.

Sessions will last up to 50 minutes from the agreed meeting time. This contract offers 8 weekly sessions. This may be reviewed by the client and counsellor and will consider client needs and service resources.

**Confidentiality:**

Material presented during sessions is considered confidential and will remain within the counselling relationship (this will be discussed further at pre assessment call) If the counsellor has any concern about the client or anyone else’s safety, they are obligated to report this to their safeguarding officer (Wendy Ashton)

Examples of this are:

* Harm to self/other
* Act of terrorism
* Drug trafficking
* Money laundering
* Child protection

The counsellor will have a supervised practice where their work is monitored. During these meetings the counsellor may discuss client material but will not disclose any information that could identify the client.

**For telephone/online counselling:**

The client must ensure that they are within a safe and private place in which they cannot be overheard. This is to maintain confidentiality for both parties. The counsellor will be working from a private place where they cannot be overheard and will work using a headset to ensure this. Sessions will take place via telephone on the number provided, or via Zoom for video call counselling. Should any technical issues occur within a session, the counsellor will endeavour to contact the client as soon as possible to resume. Where this cannot be done, or it affects the length of the session offered, the counsellor will discuss ways to resolve this e.g., arranging a further session or extending where possible. For telephone/online counselling sessions, the counsellor will contact the client via telephone or email if they have not made contact and not attended their session. The counsellor will initiate contact for the session and where there is no answer from the client, the counsellor will attempt to make contact to ensure that the client is ready for their session. If contact is not made and the session has not commenced within 15 minutes of the agreed time, the session will be recorded as non-attendance and this will be passed on to the placement Manager for appropriate action.

Where the student is undergoing further professional development for the BACP (such as accreditation level or beyond) anonymised session notes will form part of that training and development in-line with BACP requirements. By signing this contract, you give consent for your data to be used in this way.

Client notes and questioners will be held for 7 years where the counsellor has their own indemnity insurance then they are bound by their own data storage requirements too. The counsellor is responsible for appropriate storage and deletion of any client data.

**Professional Standards:**

The counsellor is professionally trained or working towards qualification. Their practice is Supervised, and they will adhere to the BACP ethical guidelines.

**Cancellations and missed appointments.**

We ask for at least 24 hours’ notice or as much notice as possible. 2 Non-attendances without prior notification or permissible reason may result in reallocation to a waiting list.

**Declaration:**

I confirm that I have read, understand, and freely consent to the above contract Yes…… No………

Client\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Counsellor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Counsellor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_