

## **Contract for Counselling**

By agreeing to attend ongoing counselling therapy sessions, you are required to read and agree to the following:

This contract is between (Client) \_\_\_\_\_ and (Counsellor) \_\_\_\_\_

### **What will happen?**

Counselling sessions will last for 50 minutes with six sessions being offered initially. The number of sessions may be extended and this can be discussed during regular reviews of our counselling work together. An important element of this approach is that you will not be told what to do or given any solutions.

### **Confidentiality and records**

The content of our sessions is strictly confidential although I may need to discuss our work with my supervisor. This is anonymous and is about maintaining my standards and not about passing on information about you.

On very rare occasions if we discover there is a need to liaise with other professionals this will only proceed after first discussing it with you so are aware of any external communication (e.g. in the case of serious risk of harm to yourself or others). Brief records will be kept but these are stored securely and can only be accessed by the counsellor and other relevant professionals if necessary.

We ask that you read and understand our policy in relation to confidentiality and management of records and the Student Counselling Service Privacy Notice. You will be issued this at the initial contact stage, along with the registration form and information leaflet.

### **Attendance and cancellation**

We ask that you prioritise your appointment within the week. The service is under significant demand, and cancellations and appointments not attended without prior notice (DNA's) increase the length of time the next student on the waiting list will have to wait to be seen. We do understand however that sometimes you might have to re-schedule an appointment. We ask that where possible, you provide 48 hours' notice if you are not able to attend your appointment, so we can offer the appointment time to someone else.

In the unlikely event that I am unable to attend a session due to illness or an unexpected change in circumstance, I will give you as much notice as possible by your chosen method of contact and offer you an alternative time.

If you DNA an appointment and do not let us know in the first instance I will contact you to offer you your next weekly appointment. If you have two consecutive DNA's

## Strictly Private and Confidential



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without contact then your appointment will be offered to someone else and you will return to the waiting list for the counselling service.

### Complaints

You are aware that there is a formal complaints procedure available should you be unhappy with any aspect of the service you have received.

This agreement is fully understood and agreed to and stands as a contract for our counselling work together.

Name: (Print) \_\_\_\_\_ (Client) Name: (Print) \_\_\_\_\_ (Counsellor)

Name: (Signature) \_\_\_\_\_ (Client) Name: (Signature) \_\_\_\_\_ (Counsellor)

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

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