

## **COUNSELLING AGREEMENT**

### **INTRODUCTION**

The aim of this agreement is to outline the boundaries and responsibilities of both counsellor and client. This will help clarify issues such as confidentiality, attendance and reviewing work. When working with children under the age of 16, this agreement is applicable to parents or carers.

### **CONFIDENTIALITY**

Confidentiality is one of the most important aspects of the counselling relationship. Everything that is discussed in the counselling session is confidential. However, in circumstances where it is believed that a client could either be a danger to themselves or others, or in danger of being harmed by another, then it would be necessary to communicate and seek support from outside agencies. In addition to this, confidentiality could also be broken if a client discloses that he/she intends to or has committed a serious crime. However, all efforts would be made to discuss this with a client, parent or carer first. I do not disclose the identity of a client when discussing work with my supervisor.

### **COUNSELLING SESSIONS**

Counselling sessions last for fifty minutes and are usually held weekly at a fixed time and location. However, alternative arrangements can be made if necessary.

The first sessions will serve as an assessment period. This can create the opportunity to identify issues and set future goals. Counselling will be reviewed at regular intervals which will provide the opportunity to reflect on work that has been successfully carried out and also helps to focus on issues that still need attention.

### **CANCELLATIONS**

If a client needs to cancel a session then I ask that he/she makes contact with me with at least twenty four hours notice. However, I realise in exceptional circumstance this might not be possible. If a client repeatedly cancels appointments at short notice without good reason, we may need to reassess the need for counselling and perhaps find alternative support.

If I have to cancel an appointment at short notice then I will contact a client as soon as possible and every effort will be made to make alternative arrangements. I will also give clients prior notice of any planned absence.

### **ENDING COUNSELLING**

If a client wishes to finish counselling then a minimum of two sessions is usually recommended before ending counselling. This does not include notice of intention. This is particularly necessary for longer term clients as it allows time to reflect on their process and prepare for the future.

If for any reason I feel it is necessary to finish working with a client, a suitable time scale will be negotiated to bring the work to a close. Referrals can be made for continued counselling with another counsellor if needed.

## **SIGNATURES**

### **CLIENT**

**Name..... Signature..... Date.....**

### **COUNSELLOR**

**Name..... Signature..... Date.....**