

S6F Counselling Agreement

College counsellors are all Registered, and/or Accredited members of the British Association for Counselling and Psychotherapy (BACP), or other relevant professional body, and adhere to their code of ethics.

Counsellors in training, studying at degree level or higher, also work within the college counselling service and are also members of an appropriate professional body.

Confidentiality

The fact that you are having counselling and what you say to your counsellor are kept confidential within the college counselling team. There are however exceptions to confidentiality; please see below.

Exceptions to confidentiality:

- All counsellors are required to have clinical supervision of their practice. These sessions are in themselves confidential and supervisors are specifically trained, and also experienced counsellors themselves. The supervision is not connected to the college.
- If you give information that someone is in serious danger of being harmed.
- If you ask your counsellor to speak confidentially to another party for the benefit of your well-being.
- If there are serious criminal implications, or child safeguarding concerns.

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Counselling can be helpful to anyone, for a range of different reasons. It is a process which works best when both parties, client and counsellor, are committed and working together. We currently offer a 6-session rolling contract. This means your counsellor will review your counselling journey with you every six sessions. If you are committed to the process of counselling, it gives you the opportunity to work with your counsellor long term during your time at college.

The college counselling service is often in high demand which means we have a strict policy regarding attendance of appointments, your counsellor will make sure you understand this properly during your first session.

Following an initial meeting to discuss your needs, if you decide to continue with counselling;

- If you need to cancel your appointment, please give a minimum of **24 hours' notice**.
- If you fail to attend an appointment without contacting us your next appointment will be confirmed by your counsellor via your preferred contact method. You **must** confirm you intend to attend that appointment.
- If you fail to attend **two appointments in a row** (without contacting) your counsellor will notify you that you no longer have any scheduled appointments. Please note, you are **always** welcome to re-refer at any time, however at busy times you may have to go onto a waiting list.
- If you cancel more than two appointments in a row your counsellor will discuss this with you and help work with you to alleviate any barriers to counselling.
- You may stop counselling at any time, however, please inform us if you wish to end. It is important for the process of counselling to have a planned ending therefore we encourage you to speak to your counsellor about bringing your sessions to an end.
- By signing below, you give permission for your personal data and brief notes to be kept within the counselling department. These are kept in accordance with current GDPR legislation. Records are kept for 7 years from the

date your therapy ends until they are destroyed. You can submit a written request for them to be destroyed sooner once your counselling has ended.

- Reminder texts can be arranged with your counsellor at the initial meeting, please speak to your counsellor about this.
- Once you have ended counselling you will be sent a link to our feedback survey. Your feedback is anonymous, and we appreciate you taking the time to complete this.

Covid-19 flexible contracting:

Due to the ongoing Covid-19 pandemic we are all dealing with we have had to consider additional procedures so we can endeavour to offer consistent and effective counselling support to our clients. Below are some scenarios where we may need to implement new procedures. Please familiarise yourselves with these procedures and discuss these with your counsellor if you are unsure.

Scenario	Solution
Your counsellor is required to self-isolate for a period. You are still coming into college as normal.	If your counsellor is well, you will be able to access your usual counselling room at your allocated time and continue with your sessions virtually using Zoom video call or telephone.
You are required to self-isolate. Your counsellor is still in college.	If you are well, and you have an undisturbed and confidential space to talk freely you will be able to continue with your counselling at your usual time using Zoom video call or telephone.
Both you and your counsellor are required to self-isolate or a wider regional or national lockdown has been brought into effect.	If both parties are well, and you have an undisturbed and confidential space to talk freely you will be able to continue with your counselling at your usual time using Zoom video call or telephone. Appointment times may need to be discussed and rearranged if either party are unable to talk freely at the usual time.

I have read and understood the information above:

Student:.....

Date:.....

Counsellor:.....

Date:.....