

COUNSELLING AGREEMENT FOR PARENTS OR GUARDIANS

My name is Lorraine Cox and I am a qualified counsellor with experience of working with young people. I am trained to listen without judging and to help young people sort out their thoughts and feelings about whatever is concerning them, mostly at the pace the young person is most comfortable at.

Few of us are able to work well when we are stressed or unhappy. Experience says that young people find counselling useful in the same way as adults do. If young people are able to receive emotional support from a qualified professional they will have greater opportunity to fulfil their potential.

Just because a young person accesses counselling does not mean anyone has failed. We all experience occasions when it feels hard to speak to those closest to us about things that are bothering us. Often this can be because we don't want to worry those we love best, or because we want help thinking things through with someone unbiased. It is my role to help young people find their way through whatever is troubling them.

Confidentiality Policy: An essential feature of counselling is the information disclosed is treated confidentially. This enables the young person to open up and share feelings without fear of blame or reprisals. It is also a time when it is acceptable to talk about concerns without fear of them being discussed elsewhere. This includes not discussing the work with parents, unless the young person requests or gives consent for this.

I acknowledge that this isn't an easy situation for parents, and it is quite natural for you to feel anxious about what may be being said in the sessions, but ensuring the confidentiality of the work is crucial for establishing trust, so that the young person feels confident to speak openly and freely about what is bothering them.

Although the contents of the sessions will be confidential I retain the right to breach confidentiality in some specific circumstances:

- The young person requests, and feels that it is within their best interests, that certain information be passed on.
- For the purpose of my supervision, which is a monthly meeting, to ensure I am working in a safe and effective manner - the young person's identity will be not disclosed.
- Circumstances where I feel I have sufficient grounds to believe that the young person is suffering or is likely to suffer or inflict significant harm.
- In the event that the young person is under a care order, or when child protection issues arise, I may, with the permission of the young person, attend case conferences and continue to honour the confidentiality contract.

If the young person appears to be at risk of significant harm it may be appropriate to seek help from other agencies to keep them safe; only if appropriate will you be informed of this.

Experience shows that the most helpful thing a parent can do is to show an acceptance of counselling as a normal and useful activity and to show an interest if their son/daughter wishes to talk about it, but not to press them if they don't.

Any paperwork is kept to a minimum and maintained in an appropriate manner that ensures the preservation of confidentiality. All records and information remain the property of 1 To 1 Counselling.

Cancellation Policy: In the event of being unable to attend a session please ring the number above to let me know as soon as possible as most cancellations require a minimum of 48 hours notice or full session fees may be charged.

Complaints: 1 To 1 Counselling works within the Ethical Framework of the British Association for Counselling and Psychotherapy (BACP). If there is any cause for complaint, you or the young person are welcome to raise this with myself initially and if the matter is not resolved to your satisfaction then the BACP's contact details can be found on the 1 To 1 Counselling website.

Your signature, below, confirms you have read and agreed to the terms set out above and in particular the confidentiality and cancellation policies

Name: (Parent / Guardian)

Signature..... Date

Privacy / General Data Protection Regulations Policy

Secure Storage: All data is stored securely and confidentially and used in a safe and ethical manner, in line with EU General Data Protection Regulations May 2018. It is not shared with other people without your consent except, as stated above, in circumstances likely to involve serious harm.

Right to Access: You have the right to ask for a copy of your personal information, free of charge, in an electronic or paper format. You also have the right to ask for an amendment or to change any incorrect information about you.

Right to be Forgotten: You have the right to ask me to erase any information that I hold about you. This includes your personal information that is no longer relevant to original purposes, or if you wish to withdraw consent. In all cases and when considering such requests, these rights are obligatory unless it's information that I have a legal obligation to retain.

Data Portability: As the client, you have the right to receive your personal information which you previously provided, and also have the right to transfer that information to another party. For the purposes of the General Data Protection Regulations (GDPR) 2018, the data "controller" is 1 To 1 Counselling.

If you are happy with the way your personal information is being collected, stored and used, please provide evidence of your consent by signing below. Thank you.

Name: (Parent / Guardian)

Signature..... Date