Responsible Adult Agreement

*Parent/Responsible adult to sign and return*

I __________________________ give permission for __________________________

to attend counselling sessions with __________________________.

I agree to respect that the counselling process my child is engaging in is their safe and confidential space and will not press them for information regarding their counselling process.

I will be open to listening to my child as and when they share their thoughts and feelings willingly with me regarding the counselling process maintaining their confidentiality. If I am transporting my child I will ensure I drop them off safely on time and pick them up at the end of the scheduled session.

I am aware the counsellor will only contact me for important information regarding my child or to raise their concerns for the health and safety of my child. I understand my child will be made fully aware that the counsellor is contacting me.

If my child receives medical or professional support between the sessions for their mental health I will inform the counsellor of any support or medication given.

I am aware the school is funding the cost of counselling sessions.

I am privately funding counselling for the above named young person. If sessions are cancelled after our agreed 24 hours’ notice full session fees will occur.

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<tr>
<th>Parent/Guardian signature</th>
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<tr>
<td>Full name</td>
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<td>Date</td>
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<td>Preferred contact details:</td>
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Counselling Agreement - Information Sheet for Parents/Guardians

Think2Speak is not a crisis or emergency service. If somebody needs to speak to someone immediately, please contact their GP, NHS Direct (111), ChildLine (0800 1111) or the Samaritans (116 123).

Confidentiality:

We maintain confidentiality in accordance with the British Association of Counselling and Psychotherapy (BACP) Ethical Framework for Good Practice in Counselling & Psychotherapy (Code of Ethics) – see www.bacp.co.uk.

Our counsellors are all members of the BACP and bound by their Code of Ethics. Under the same BACP Code of Ethics, counsellors will keep client records (short summaries about what happens in each session).

Our counsellors all adhere to the relevant Data Protection acts. Our counsellors receive regular supervision in accordance with the BACP Code of Ethics to provide the best possible service to you. They abide by the same standards for confidentiality; counsellors will need to discuss their work with their supervisor from time to time. However, they will not disclose names or anything that would enable a person to be identified.

Exceptions to Confidentiality:

Counsellors must pass on any information to the relevant authorities in cases where human safety is concerned including the following cases:

1. If a person threatens harm to themselves or to another person
2. If we believe a child or protected adult is at risk of harm or abuse
3. If the courts instruct us to give information
4. If someone shares information about a proposed act of terrorism or other illegal act

If a counsellor feels that anyone is in danger or at risk of harm, they would first endeavour to discuss with you their decision for breaking confidentiality. Depending on the circumstances this may be their General Practitioner (GP), the individual in danger, a Social Worker and/or the Police. However, the counsellor retains the right to break confidentiality without prior consultation with you should they consider that the urgency of the situation requires them to act immediately to safeguard the physical safety of someone. The person we are working with can request access to their notes at any time, however we will require written permission from all parties involved.

Sessions:

Sessions last approximately 50 minutes and will be every week typically on the same day and time. It is expected that the session will begin at the agreed time. Any session that begins after this time due to the person arriving late for whatever reason cannot be extended beyond the agreed finish time. If they do not arrive within 20 minutes of the agreed appointment, this will be considered a cancellation and the counsellor will
not be available for the remainder of the session.

**Contact between sessions:**

Young person receiving counselling from Think2Speak will have no access to the personal contact details of their counsellor. Therefore, in instances where you need to contact the counsellor or Think2Speak team member between sessions, calls can be made to 01427 325 535. If we are unable to take your call, please leave a message on the answering machine. Calls and messages will be responded to as time permits between sessions within normal operating hours.

**Think2Speak is not a crisis or emergency service.** If somebody needs to speak to someone immediately, please contact their GP, NHS Direct (111), ChildLine (0800 1111) or the Samaritans (116 123).

**Cancellations:**

If for any reason a counsellor has to cancel a session we will aim to provide you with 48 hours’ notice, and you will not be charged for the session/s. Where possible we will try to offer you an alternative time. Likewise we will expect you to give us 48 hours’ notice if someone is unable to attend. In an instance where no or insufficient notice is given on your part, we reserve the right to charge the full amount for the session. In the event of a serious accident, emergency, or other similar situation outside your control, please deal with your situation first and notify us at the earliest convenient time, or we will follow up with you typically within 24 to 48 hours of the missed appointment.

**Session fees:**

If funded by the school, payment for sessions is invoiced directly to the school.

For privately funded sessions, payments are due before the session commences. Sessions can be paid for by card payment www.think2speak.com/shop, via Paypal to paypal@think2speak.com or by bank transfer.

Please contact accounts@think2speak.com if you need assistance.
Young Person Agreement

• Each session will last up to 50 minutes and will be weekly for 6 sessions.

• We will review the counselling process during the sessions and work towards a future ending date together when we feel ready to end the counselling process at any time, with agreement to 24 hours' notice.

• Please let your school or your Think2Speak worker of any holidays or known absences you have planned. Similarly your Think2Speak worker will let your school/your responsible adult know of any dates they are not available to meet with you.

• If you cannot keep your appointment please let your school or responsible adult know ASAP as cancellation is essential 24 hours prior to the time of the appointment.

• Your Think2Speak worker will contact your school or responsible adult if they have to cancel an appointment giving as much notice as possible to re-arrange an appointment.

• The sessions you have will be confidential. If however you tell your Think2Speak worker something which makes them believe that you are being harmed or harming someone else they will support you, and we will work together to find a safe solution, which involves telling someone.

• Your Think2Speak worker has regular confidential supervision, but you will not be identified in those supervision sessions.

• Any notes they keep about your sessions will be kept in a secure and confidential place.

• Your worker works within the Ethical Framework of the BACP to provide a safe practice.

• Sessions will be ended if either you or your worker has any concerns about safety.

I am aware the school is funding the cost of counselling sessions.

I am aware that my counselling sessions are being privately funding. If I do not attend or cancel after Think2Speak's agreed 24 hours’ notice period, the full session fees be charged.

I understand this agreement and it had been fully explained to me. I also agree to not come to sessions under the influence of drugs/alcohol and will turn off my mobile during counselling sessions.

Full name:
Date: