

Counselling Agreement

Welcome to Cancer Support Scotland's counselling Service. We hope you will find your counselling sessions helpful.

To ensure that we can meet your needs, the needs of our volunteer counsellors and the needs of the other people on our waiting list, please read and sign this Counselling Agreement.

- Sessions last 50 minutes, you have been allocated up to six sessions. This can be extended if your counsellor assess it is necessary with the agreement of the Operations/Service Manager. Your counsellor will agree with you the times and regularity of your appointments.
- To enable us to provide our counselling service free of charge and to ensure that we are providing the best possible service you will be required to complete counselling aims and evaluation forms.
- Whatever you discuss with your counsellor is confidential unless it is assessed that you are at risk of harming yourself or others, or a law has been or will be broken. In these circumstances it may be necessary to inform the appropriate people such as your G.P.
- Each Cancer Support Scotland counsellors are required to have regular supervision and will need to discuss their work with a supervisor on a regular basis. However, they will not disclose your name or anything that would enable you to be identified.
- If for any reason our counsellor cannot meet your needs, we will aim to offer you the services of another counsellor with Cancer Support Scotland, or provide you with details of another organisation that may be able to meet your needs.
- Each counsellor may keep brief notes after each session; these will be securely stored, as per our Data Protection Policy.
- Our counselling service is in very high demand. If at any time you decide that you do not want to start counselling, please inform Cancer Support Scotland as soon as possible. This will enable us to allocate your place to someone else on the counselling waiting list.
- Cancellation: If for any reason you cannot attend your counselling sessions, please call us as soon as possible on 0141 337 8199. This will enable us to contact your counsellor. If you fail to attend your appointment, we will try to contact you; if we are unable to do so, after three working days, we will allocate your counselling space to someone else on the waiting list. If you contact us after three days have passed, we may have to put you back onto our waiting list.
- If for any reason we have to cancel your appointment, we will contact you as soon as possible, to rearrange.
- If you would like to discuss any of the above information in further detail your counsellor will be happy to help. Alternatively, please contact our Operations and Service Manager, Madaline Alexander on 0141 337 8199.
- I understand and agree to the terms of this agreement.

SIGN (service user): _____ DATE: _____

SIGN (counsellor): _____ DATE: _____