



Counselling Working Agreement for Individuals

This agreement aims to set out in clear language how we will work together and what you can expect of me. I will discuss it with you at the start of our first session giving you the opportunity to ask any questions. The purpose of the agreement is to help us build a safe and trusting relationship on the foundation of mutual understanding.

1. Service offered

- 1.1. In your sessions we will focus on what you bring to counselling.
- 1.2. We will work collaboratively to establish your goals for therapy and regularly check in to see if progress is being made and if counselling is still meeting your needs.
- 1.3. We will be punctual and observe our 50-minute session time frame.
- 1.4. We will both ensure that we have access to a quiet and private space for the duration of the session.
- 1.5. You will ensure that you are in the UK at the time of your appointment unless you are a member of the UK Armed Forces and serving abroad.

2. My Commitment to you

- 2.1. I will accept you as who you are and listen to you in a non-judgemental way.
- 2.2. I will be honest with you and flexible where possible in helping meet your needs.
- 2.3. I will work professionally with you, adhering to policies, procedures and ethical standards.

3. Confidentiality and its limits

- 3.1. I will offer you a confidential service – unless you give me cause for concern.
- 3.2. Should there be disclosure of child abuse, money laundering or terrorism I am required by law to communicate this information to the appropriate authorities.
- 3.3. At the beginning of our session, I will ask if you or anyone is at risk of harm. In such circumstances I will follow our safeguarding policy to mitigate the risk. In exceptional circumstances this may require a disclosure to external agencies.
- 3.4. No audio or video recordings will take place without our express mutual agreement.
- 3.5. As part of my ethical practice, I have regular clinical supervision with a qualified professional where I may discuss your case. You will not be identifiable from any material that may be communicated.

4. Contact outside of sessions

- 4.1. I will not initiate or accept any requests to connect on social networking platforms.
- 4.2. We shall not meet or have contact outside of the counselling session.
- 4.3. Should we encounter each other outside of the counselling environment I will not acknowledge that we know each other unless you acknowledge me.

Data Protection

The Spark will process and hold your personal and sensitive information, in line with all current laws and regulations including UK GDPR and the Data Protection Act.

Please see our Privacy Policy on our website at thespark.scot/privacy for more information about how information about you is used and how we maintain the security of your information and your rights to access the information we hold about you.