



COUNSELLING CONTRACT CHECKLIST

For a counselling contract to serve both the client and the counsellor, it must include the following things:

- ✓ Limits of confidentiality (legal)*
- ✓ Complaints procedure
- ✓ Clients access to their records under GDPR (if the General Data Protection Regulations apply in your country)
- ✓ Who can access client records and under what circumstances *
- ✓ How long records are kept and how they are disposed of
- ✓ How many sessions are on offer
- ✓ How long the sessions run
- ✓ Fees and cancellation policies (if applicable)
- ✓ How many appointments can be missed before counselling stops (if applicable)
- ✓ Type of therapy offered
- ✓ Permission to record sessions (if the client agrees)
- ✓ A disclosure that you will share certain information with your supervisor
- ✓ A disclosure that you may share certain information with your training group and tutor (if you are a student)

Laws with regard to confidentiality, accessing clients' records and the procedures for doing this vary from country to country. Please check your local laws before writing the contract.