Bader International Study Centre
Counselling Agreement

You will be attending counselling with ____________________________________________.

Counselling Model
Students will be offered up to a maximum of 6 sessions per semester. A session is a maximum of an hour. Appointment times, dates, spacing between appointments, availability, and duration may vary.

Lateness or Cancellations
It is important that you arrive on time for each appointment; please give as much notice as possible if you are running late. If you are more than 20 minutes late for an appointment the session may be cancelled and need to be re-arranged with your counsellor.

If you need to cancel or re-arrange a session, please contact Student Services, either using the contact details at the bottom of this form or via the online booking system.

Please give at least 12 hours’ notice of a cancellation. If you do not give the appropriate notice and/or miss an appointment, this will count towards your total number of sessions.

Your counsellor will give you at least one (1) week’s notice of any planned absence or vacation. In the event of an emergency or unforeseen cancelation your counsellor will try to give at least twenty-four (24) hours’ notice.

Information about Confidentiality
Any information given by you in these sessions will be kept confidential between you and the counsellor unless you give written permission, or unless required by law, or any of the following apply:

- If you or your counsellor become seriously concerned for the physical or psychological safety of yourself or another person.
- If there is a risk of serious physical or psychological harm to any child or person under the age of 16.
- If you are involved in any kind of terrorism.
- If you are involved in money laundering.

Exceptional circumstances such as those listed above may prevent your counsellor from seeking your consent to a breach of confidence due to the urgency and seriousness of the situation, for example, preventing you from causing serious harm to self or others. In such circumstances your counsellor has an ethical responsibility to act in ways which balance your right to confidentiality against the need to communicate with others.

Confidentiality is maintained in accordance with the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for Good Practice in Counselling & Psychotherapy (Code of Ethics) — see www.bacp.co.uk. Your counsellor is a member of the BACP and bound by their Code of Ethics.

Information Sharing and Data Protection
Your counsellor is required to note your attendance, but no other record of your visit will be shared with Student Services. However, in order to provide a joined-up service you have the option of consenting to a short summary and assessment of your session being shared with Student Services. Summaries will only be provided on a “need to know” basis and will not be routinely passed on if, in the opinion of your counsellor, no further benefit would be achieved in doing so. The summary and assessment will be accessible only to the Student and Enrolment Services Manager and the Assistant Student Services Manager. To indicate your consent to this information being shared, please circle “Yes” when signing this agreement.
Your counsellor may take notes or tape record sessions to advance their own professional development and for their own record-keeping purposes. If at any time you would rather not be recorded let your counsellor know, and they will not record the session.

In these notes and recordings, you and anyone mentioned will not be identifiable and names will not be used. Any notes or recordings will be kept in accordance with the Data Protection Act 1998 (http://www.legislation.gov.uk/ukpga/1998/29/contents).

The Data Protection Act affords you the right to access information held about you. See https://ico.org.uk/for-the-public/ for more information.

Complaints Procedure

Your counsellor’s aim is to provide you with the highest quality of counselling service which includes a safe and competent practice. If you have any concerns about the counselling and feel unable to resolve them directly with your counsellor, or Student Services staff, you may file a complaint to the British Association for Counselling and Psychotherapy (BACP).

If you have concerns about these matters, or this form, please discuss them with your counsellor.

PLEASE SIGN THE ACKNOWLEDGEMENT BELOW TO INDICATE THAT YOU UNDERSTAND AND ACCEPT THIS AGREEMENT.

Does client agree to summary and assessment being shared with Student Services?  Yes / No

Client Name: ____________________________  Counsellor Name: ____________________________

Client Signature: ____________________________  Counsellor Signature: ____________________________

Date: ____________________________  Date: ____________________________

Contact Details

Niamh O’Shea
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Steve Clifford
Lead Counsellor
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