

The Olive Tree Centre Counselling Agreement

The Olive Tree (The Agency) wishes to be fair to you (The Client), the Counsellor (s) and themselves by making a counselling arrangement with you that is both confidential and conducted in a professional manner. This agreement sets out some important points.

AGREEMENT BETWEEN

A1 The Olive Tree Centre, PO Box 2018, Rayleigh, Essex SS6 7FD

A2 and (Other Agency see paragraph 12)

A3 The Counsellor / Counsellors

Name: (Printed)

Name: (Printed)

A4 The client / clients

Name(s): (Printed)

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Address(es)

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1. IT IS AGREED that the Counsellor will listen to and consider all information given by the Client(s) and will not give that information to any other person in any circumstances whatsoever unless:
 - a) Required to do so in the course of police investigation
 - b) Required to answer questions in court having been told by the court to give evidence
 - c) In any case where a failure to give information would lead to the conviction or incrimination of the Counsellor or The Agency.
 - d) The Counsellor(s) considers that the Client(s) may seriously harm either him/herself or another person.
(There might be occasions when, because of what you tell us we feel that either you or someone else, particularly a child, is at risk of significant harm. In such circumstance we might need to share our concerns with your Doctor, Police or the Social Services Department but we would tell you this was the case and also what we propose saying to them.)
 - e) A crime is confessed which the Counsellor(s) is duty bound to report
 - f) The Counsellor(s) need to refer to and receive guidance from the Counsellor(s) supervisor or supervision group, providing the identity of the Client(s) is not revealed.

2. THE CLIENT AGREES that he/she has been advised to check any specific advice given by the Counsellor with an appropriate professional or other responsible person or agency and is responsible for their own decisions and actions.
3. IT IS AGREED that counselling sessions will be every week(s).
4. THE CLIENT(S) AGREES to attend sessions agreed with the Counsellor(s) during the period of this agreement and that he/she will give at least 24 hours notice if they are unable to attend an agreed session.
5. IT IS AGREED that the Client will pay to The Agency a fee of £..... for every session with the Counsellor. The Agency will provide a receipt for the amount paid. If severe financial difficulty arises during the course of this agreement new arrangements may be made.
6. THE AGENCY / COUNSELLOR(S) shall not be liable to the Client(s) for the death or injury of the Client(s) or loss or damage to the Client's property unless due to the negligence or other failure of The Agency / Counsellor(s) to perform its obligations under this agreement or under the general law.
7. THE AGENCY / COUNSELLOR(S) will abide by the Code of Ethics issued by The Association of Christian Counsellors, a copy of which is available on request or via their website at
8. THE AGENCY / COUNSELLOR(S) with the Client's written permission may contact other professionals before or during counselling and request that they provide details as agreed with the Client.
9. THE AGENCY / COUNSELLOR(S) with the client's permission may contact other agencies and suggest referral if the Counsellor considers this to be in Client's best interest.
10. THE AGENCY AND THE CLIENT(S) each has the right to terminate this agreement by notice in writing but such notice will not release The Agency/Counsellor(s) from the terms relating to confidentiality contained in this agreement.
11. THE COUNSELLOR(S) will be praying for you, the Client(s), between sessions as part of their commitment to you. If you specifically do not want him/her to do this please cross out this paragraph. Deletion of this paragraph will not affect the way counselling is carried out or any of the rest of this agreement.
12. THE CLIENT(S) agrees to accept any other additional agreement required by the agency detailed in section A2.

Paragraphs 3, 4 and 12 may be deleted if not applicable by a line being clearly drawn through that paragraph.

Signed on behalf of The Olive Tree Centre:

Signature: Date:

Counsellor(s):

Signature: Date:

Signature: Date:

Client(s):

Signature: Date:

Signature: Date: