



Counselling Sessions Protocol

- I) Clients to be contacted within 48 hours of receiving referral from Supervisor.
- II) It is expected that the client will be seen within 7 to 21 days from their initial contact.
- III) The Trainee Counsellor to arrive for all sessions at least fifteen minutes prior to appointment time.
- IV) The length of the counselling session is to be 1 hour.
- V) The Trainee Counsellor is expected to attend and stay for the full session where a client has contracted to attend.
- VI) Where possible, client contact is to be by letter and always on S.H.E. UK headed paper.
- VII) The Trainee Counsellor should withhold personal phone numbers when contacting clients and use an official S.H.E. UK email address if contacting by email.
- VIII) Recording of sessions takes place only after discussion in supervision.
- IX) Be confident enough to terminate any session where you feel the work to be of excessive risk.
- X) Contact, using appropriate haste, and discuss with the Supervisor all concerns regarding clients at risk including instances of a vulnerable third party at risk.

