

Adult Counselling Contract, Treatment Plan & GDPR Agreement

Send to client once completed and ask them to read over and confirm everything is correct and they agree. Then save as PDF and upload to Database. Must have written confirmation back and evidence uploaded to database.

The respondent's email (**robell@dapl.net**) was recorded on submission of this form.

Date *

MM DD YYYY

02 / 12 / 2026

Name of DAPL Counsellor *

Ro Bell

Client ID *

13122

Client Name *

Ricky Smith

Counselling Contract

CONFIDENTIALITY

All information obtained from and about the client by a member of DAPL staff remains confidential within the staff team, unless a consent to liaise form has been signed and agreed by the client to give

information to a third party on the client's behalf.

EXCEPTIONS TO THE ABOVE

There are exceptions in which the law may over-ride an individual's right to have information kept confidential, and may require that it be disclosed to a third party without consent

The counsellor may break confidentiality without prior consultation with you, should they consider that the urgency of the situation requires them to act immediately to safeguard the safety of yourself and or others.

SCHEDULE OF SESSIONS

Each session is on a one-to-one basis, for 50 minutes each week. We will schedule this at a time and day that works well for both of us. Please note that if you arrive late, the session will still conclude at the scheduled time.

Additionally, if you miss a session without letting us know beforehand, your file will be closed. Similarly, cancelling two appointments in a row (not including previously arranged holidays) will also result in file closure. If you would like to use our services again, you are welcome to refer at any time.

We offer a flexible approach to sessions, allowing you and the counsellor to choose between meeting in person, by phone, or via video call. This allows support regardless of the counsellor's availability or yours or the counsellors circumstances. It is possible to arrange the type of appointment on a week-to-week basis.

NOTE TAKING

This contract specifies a 50-minute counselling session; the remaining 10 minutes of the counselling hour, the counsellor will make notes in your file in relation to the content and process of the counselling session. The notes enable the counsellor to record the counselling process. The client file will be kept secure following GDPR standards.

SUPERVISION

Supervision is something that every practising counsellor must have to maintain client and counsellor safety during the counselling. Supervision supports the counsellor to explore the therapeutic process to ensure that the work is both ethical and effective. The counsellor will ensure that client confidentiality is maintained within their relationship with the supervisor.

TELEPHONE ONLINE (e.g. Zoom)

Please ensure that you are in a private space where no one can hear you. No smoking, vaping or eating while on screen or during telephone contact please.

Please do not turn up to your sessions heavily under the influence as the counsellor will not be able to admit you into the building and your session will be cancelled *

☒ Client Agreed & Understood

☐ Client Did Not Agree (Client cannot continue with counselling if does not agree)

Confidentiality & Boundaries - Please keep a professional boundary by not acknowledging each other outwith DAPL.

☒ Client Agreed & Understood

☐ Client Did Not Agree (Client cannot continue with counselling if does not agree)

Preference on reconnecting, If the session cuts off during a telephone/online session. *

If the /telephone/online engagement is cut off due to IT/network issues, would you like the counsellor to keep trying to reconnect with you or would you prefer to make contact to reconnect?

Failure to reconnect within 15 minutes means the session will be abandoned. Your counsellor will meet with you at the next scheduled session.

☒ Counsellor to keep trying to reconnect

☐ Client will contact to reconnect

Needs & Goals of Therapy

WHAT is the outcome you hope to achieve by attending counselling? *

I am hoping to get myself back stable again.

Let's set some goals that you would like to achieve during our counselling time together. These goals enable us to see if counselling is being effective and the right choice of intervention for you.



My network re-establish

To talk - things were getting scary: Health.

I was beginning to lose the plot - fear o' cancer.

Weird things happening - deep pains.

Debbie A/S Wants to have a male - task to contact PLO to ask A/S by 26th Feb

ADDITIONAL INFORMATION (IF REQUIRED)

Consent to Liaise

I (the client) give DAPL verbal permission to liaise with the following persons and/or agencies. *

☐ I (the client) do NOT give permission to share my information with anyone

☒ Addiction Services

☐ FIRST

☐ ADAPT

☐ With You

☒ GP

☐ Mental Health Nurse

☐ Social Worker

☐ Criminal Justice Social Worker

☐ SAMH

☐ Solicitor

☒ Other: PLO, Shaun, The Well

If there is a specific person please add their name and number below

.....

I (the client) DAPL verbal permission to liaise with persons and/or agencies listed above for the following reasons.

☒ Attendance

☒ Referral

☒ Intervention

Verbal Permission Given *

☒ Yes☐ No

Consent Notes

Client Rights and Responsibilities While In DAPL Counselling/Recovery Service

This document outlines the guidelines for client care while receiving counselling or recovery services at the DAPL (Drugs and Alcohol Psychotherapies Limited).

Client Rights and Responsibilities

It's important that all clients understand their rights and responsibilities during their time with DAPL.

Client Rights

- Right to confidential and respectful care from all DAPL staff.
- Right to be informed about treatment options and plans (MAT).
- Right to participate in decisions about their care (MAT).
- Right to access records and information.
- Right to voice concerns or complaints without fear of retaliation.

Client Responsibilities

- Responsibility to attend scheduled appointments or provide adequate notice of cancellation.
- Responsibility to be respectful towards staff and other clients.
- Responsibility to participate actively in their treatment plan.
- Responsibility to adhere to the service's policies and procedures.

Confidentiality

All client information is strictly confidential and will not be shared without the client's consent, except as required by law

Treatment Planning

Each client will work with their counsellor to develop an individualised treatment plan based on their needs and goals. This plan will be regularly reviewed and adjusted as needed.

Crisis Management

In the event of a crisis, clients should contact their identified support system immediately.

Discharge Planning

Discharge planning will begin early in the treatment process. Clients will work with their counsellor to develop a plan for ongoing support after leaving the DAPL service.

Contact Information

For any questions or concerns, please contact the DAPL service at the number provided.

This form was created inside of DAPL.

Google Forms