



Wexford Rape Crisis (WRC)
Counselling Agreement Form for Parents and Young People:
Agreement for Counselling Services between:

I.D. No:

And Wexford Rape Crisis, The Rocks, Maudlintown, Wexford

Welcome: Welcome to Wexford Rape Crisis. Our mission is to provide a client-centred counselling for those who may have been affected by domestic, sexual or gender-based violence, including women, men, young people and all persons of different sexual or gender identities.

Confidentiality: What is shared by the young person in session and by parent/carer in their associated sessions/meetings is confidential. However, there are some exceptions to this for both legal and ethical reasons.

- Children First (2011). If a counsellor becomes aware from a client that a child (under 18 years) is at risk of abuse in any manner they are obliged to notify Tusla, The Child and Family Agency.
- Safeguarding Vulnerable Persons at Risk of Abuse (2014). If a counsellor becomes aware from a client that a vulnerable person is at risk of abuse, she is obliged to notify Tusla, Child & Family Agency.
- If a counsellor becomes aware of any incidents of historical child abuse that indicates a child may be at risk this may have to be reported to Tusla, the Child and Family Agency.
- If a client indicates that they intend to harm themselves or someone else the counsellor will support him/her, however, may have to inform their G.P./Mental health services.

In all the above situations it would be clearly explained to the client before any action is taken.

All our counsellors are accredited with and adhere to the ethical guidelines of the IACP/IAHIP. Under the IACP/IAHIP guidelines, all counsellors are required to attend regular clinical supervision and in line with Wexford Rape Crisis policy & practice are required to attend regular case management meetings. Furthermore, during the referral and assessment process and at times during the course of therapy, information is shared within the Child & Adolescent Counselling team. In all of the above situations, all staff are bound by confidentiality code of practice.

Counselling Sessions: The centre offers up to 50 one to one sessions of counselling. (If additional sessions are needed this can be discussed with your counsellor).

Counselling sessions for young people are **40 - 50 minutes** in duration and the frequency will be once per week. Once a counselling appointment has been offered, this will be allocated to you on a weekly basis until you decide to end counselling. Parents or carers will attend regular review meetings with the therapist. These meetings are usually scheduled every 6 – 10 sessions. Depending on the young person, these may occur with/without the parent/carer present. You will also be invited to fill out a Feedback Form at this stage.

Counselling Fees: Counselling sessions are charged at €20 per session. Any difficulties with payment, please talk to your counsellor when commencing counselling. A receipt will be issued for all fees.

Time-keeping:

- Good time keeping is a vital aspect of the therapy process. If a client is late for an appointment, the session will be shorter and conclude at the pre-arranged time. If a client is more than 15 minutes late, the session will be cancelled.
- For parents collecting their son/daughter please ensure that you return to the centre to collect them on time.
- Due to a lack of space/rooms we kindly ask that clients arrive at the appointment time and not before it.

Boundaries: It is imperative that parents and carers work with the therapist to maintain safe boundaries in order to ensure that young people are secure in the therapy process.

Parents and carers are advised that it is inappropriate to ask young people to share the content of their sessions. It is up to the young person to say as much or as little about the session as they wish, and to choose if or when to share any information about their use of the therapy sessions.

In order to maintain safe therapeutic practice, it is essential that the young person attends regular weekly sessions unless otherwise discussed and agreed with the therapist.

Communication with WRC and your counsellor: All contact regarding your counselling is via the centre on the following numbers. We request that clients do not attempt to contact the therapist through social networking sites.

(Freephone number) 1800 33 00 33 or you can text or call **086 1724608**. These lines are managed Monday-to Friday 08.30am – 5.30pm.

Cancellations: If you need to change the date/time of your appointment please contact the centre on the numbers above.

*****Please note: Attendance at weekly appointments is imperative. If the young person is unavailable for any reason, where possible, advance notice must be given to the centre. If you reschedule an appointment /cancel an appointment /don't show for an appointment, 3 times in an 8-week period you will be offered a closing session and will revert to the waiting-list. You will be offered a further apt when a space becomes available (this time-frame may vary depending on the demand for the service).**

If 2 cancellations/reschedules/no shows are noted, a formal letter will be written to you as a reminder of the 3 in the 8-week period).

If you miss an appointment and there is no contact from you with the service for 2 weeks or more your counselling will end. If you make contact thereafter you will be put on the waiting list. If there is no contact made with the service then a formal letter will be sent (by post) to formally close the therapy.

If you do not wish any correspondence to be sent to your home address, please tick here

It can be psychologically harmful to end therapy prematurely or abruptly. After an initial intake assessment meeting and prior to making a first appointment, it is recommended that the parents and carers consider and feel very sure that they are in a position to commit to the frequency of the therapy. In the event this changes, please discuss this with the therapist or Manager as soon as possible.

If a decision is made to end therapy, it is imperative that the young person has an opportunity to end the therapeutic relationship with their therapist in a safe way, that is particularly important when the young person has experienced a loss or bereavement prior to engaging in therapy.

Additional Support: It is often beneficial for a partner/friend/family member to also access counselling support whilst their partner/son/daughter is engaging with the centre. Please contact the centre manager to discuss this option.

From time to time parents may require additional support between review sessions. Please contact the centre if this arises.

Data Protection: WRC is a Data Controller and complies with the rights of individuals under the General Data Protection Regulation (GDPR).

WRC is committed to the principles of Data Protection as follows:

- We collect and process your personal data fairly so that we can fully assess your requirements for our services and will only use it for these purposes.
- We commit to keep your personal data secure, up to date, and only for as long as is necessary.
- We may in certain circumstances share your personal data with third parties i.e. Tusla, General Practitioners, or an Garda Siochana, due to our legal obligations.
- We keep a record of your assessment including your name, address, phone number and record of number of sessions attended.
- We keep separate counselling notes that are brief, anonymised and confidential unless requested by the court system. If this happens, we invite you in to review before sending them to any relevant party.
- All information is kept secured. Client records/notes are kept for 7 years after the young person turns 18 years of age, after which all records/notes are shredded. If notes are required for legal or personal reasons they are released through the Manager of the WRC.
- We process your personal data including sensitive personal data in a lawful manner as required by GDPR legislation.

Under GDPR legislation, you have the right to:

- Be informed about any of your personal data held by WRC.
- Access this data through a Subject Access Request.
- Rectify, erase, restrict processing of your data, or withdraw consent.
- The right to Data Portability
- The right to object to the processing of your personal data

Details on your rights can be accessed from the Data Protection Commissioner or at www.dataprotection.ie (we are also happy to provide you with a copy of this handbook if you so wish).

Feedback: We strive to provide the best service that we can and as such we value your opinion on what we do and how we do it. Feedback forms are available to you at any stage and we would love to hear your opinion.

Gifts: If a client would like to express their gratitude, then we would be grateful to receive a gift in the form of a donation to our service to enable us to continue the work rather than gifting a present to individual therapists. If a gift is received it will go to the organisation.

If you are not happy: If you are not happy please speak to your counsellor and if this is not possible please contact the Manager on (086)1724608. Our complaints policy and procedures can be

accessed on our website www.wexfordrapecrisis.com or we are happy to give you a hard copy of the policy and procedure.

I/We have read and consent to the above counselling agreement and to the processing of personal data as described. I/we understand that I/we may withdraw consent at any time by notifying Wexford Rape Crisis.

Print names: _____
(Parent/Legal Guardian) (Parent/Legal Guardian)

For: _____
(Name of Young Person)

Signed: _____
(Parent/Legal Guardian) (Parent/Legal Guardian)

Date: _____

Therapist's Signature: _____ Date: _____

Clinical Team Leader Signature: _____ Date: _____