



## **Sue Lambert Trust Counsellors who may take on Sue Lambert Trust Clients Privately**

### **1. Definition**

The policy outlines the expectations on counsellors when a Sue Lambert Trust clients wish to continue counselling privately with the counsellor

### **2. Key aims**

In implementing this Policy SLT is keen to ensure:

- That the relationship between the client and Sue Lambert Trust remains ethical throughout
- A process is implemented to safeguard the organisation, the client and the counsellor

### **3. Key principles**

SLT is committed to the following key principles when implementing this policy:

- Everyone will be treated with openness and respect
- Diversity is our strength and all our clients are important
- We are committed to the long term well being of clients, staff and our counsellors
- Respect for the professionalism of all our counsellors
- Respect for the independent choices of all of our clients
- That it will promote this policy to all clients, staff and volunteers
- That it will monitor and review performance against this policy

### **4. Who this policy affects?**

This policy effects clients, staff, volunteers, trustees and SLT stakeholders

### **5. Purpose**

Occasionally there are situations when a SLT client may wish to work privately with their SLT counsellor, for example, when the SLT counselling is complete but the client wishes to work on other material or when a counsellor is terminating their contract as a SLT volunteer but the client still wants to work with that counsellor privately. This policy is to cover such eventualities and to outline areas that require addressing and discussed with the client and their supervisor.

### **6. Procedures**

6.1 For all transfers of clients from organisation to private practice, the counsellor must firstly discuss this with their Counselling Supervisor using the BACP Ethical Framework to ensure the best possible options for the client.

6.2 The Counsellor's Clinical Case Manager must be made aware that this conversation is underway



6.3 Many governing bodies of counselling organisations require a three month break in the counselling relationship prior to changing from organisational to private practice.

6.4 Where the client requests a shorter period of time the Counsellor must ensure that the client has signed a waiver acknowledging the change in this expectation

6.5 Prior to making any decision the client must:

- i. Be made aware that once they have transferred over to private practice they may not be able to access the other services the organisation offers with exception of groups
- ii. Be offered a number of alternative options
- iii. Be made aware of the cost implications
- iv. Be made aware of the change in venue and possibly time slot
- v. Be presented with a new contract stating the new terms of the relationship
- vi. Be given sufficient time to consider all of the above

6.6 Prior to accepting the client within their private practice, Counsellors must:

- i. Ensure that they have their own independent insurance in place
- ii. Have their own Counselling Supervision arrangements in place
- iii. Seek final authority from the SLT Clinical Lead demonstrating all of the above procedures have been successfully followed

6.7 SLT does not approve of using this method to build up the Counsellor's Private Practice.

6.8 SLT understands fully that each case is different, and the implementation of this policy will reflect this.

## **7. Complaints and Feedback**

- All clients and volunteers should be made aware of the Complaints and Feedback procedures
- Any dispute with regards to the implementation of the above policy must be submitted using the Complaints Process.
- Any dispute or complaint in regards to the implementation of this policy the CEO's decision will be final and there will be no right of appeal.



**8. Monitoring and Review**

- This policy will be reviewed by SMT on an annual basis prior to the Boards annual review and approval

**9. Related guidance, policy and procedures:**

- a. Compliments and Complaints Policy

**Date Adopted: 13 July 2021**

**Review Date: July 2023**

**Frequency of Review: every 2 years**