



TCF 11 - Clients Wishing to Return or Change Counsellors

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Support/Co-review	Sue Clements
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1. Introduction

Circumstances have arisen where:-

- 1.1 A counsellor needed to leave before the counselling had run its course
- 1.2 A client was no longer able to come at counsellor's available time
- 1.3 A client, after a lapse, wished to return to the original or a different counsellor
- 1.4 A counsellor discontinues work with a client for reasons other than the above

These procedural guidelines are intended for use in conjunction with supervision. It is thus presumed that the counsellor has already explored with the client as fully as possible in the time available the meaning of the change in question, and unconscious processes involved, before this procedure is set in motion.

2. Procedure

- 2.1 A date is set for ending with present counsellor.
- 2.2 The client is made aware of how a further application for counselling can be made.
- 2.3 At the agreed time the present counselling ends.
- 2.4 The Counsellor must complete a Closure Form and close the file.

- 2.5 Counsellor alerts Centre Head in writing if this client is likely to re-apply soon, giving any relevant details and confirming completion of Closure Form.
- 2.6 It is no part of counsellor's responsibility to find a new counsellor for the client.

This is the responsibility of the Centre Head using assessment and allocation procedures,

3. Further Assessment Interview

- 3.1 This will normally take place unless it is not deemed necessary as a result of consultation between the Centre head , Clinical Manager and previous supervisor. Arrangements for assessment fee are as normal.
- 3.2 If no further interview is thought necessary the Closure Form will be attached to the original assessment notes and placed with an explanatory note in the client file
- 3.3 Centre Head will advise the client who has reapplied of their position.
- 3.4 Where no interview is to take place, client's up to date times of availability will be sought and added to the client notes in the re-opened file, for allocation to the new counsellor.
- 3.5 In this case the Closure Form will be the up to date information for a new counsellor and should be attached to the original assessment report

4. Conclusion

It is good practice and helpful for the client to have some breathing space between counsellors. This allows space to reflect before deciding when or whether to re-apply.

It is beneficial for the counselling relationship that the focus of events leading to the ending and work of separation is not confused by arrangements for a successor.