



## **Consent Policy**

Business Name: Guided by... Adelle

Practitioner: Adelle Northall

Professional Membership: Registered Member of the National Counselling and Psychotherapy Society (NCPS)

Role: Counsellor

Effective Date: 13 July 2026

Review Date: 13 July 2027

### **1. Purpose of this Policy**

Guided by... Adelle recognises that informed consent is an essential part of safe, ethical and effective counselling practice.

This Consent Policy explains how consent is obtained, recorded and reviewed when providing counselling services to:

Adults.

Children and young people.

Clients referred through schools and organisations.

Clients accessing online counselling.

Clients receiving face-to-face counselling.

The purpose of this policy is to ensure that clients understand:

The nature and purpose of counselling.

Their choices and rights.

Confidentiality and its limits.

How information may be used and shared.

Their ability to withdraw consent.

### **2. Professional and Legal Framework**

Guided by... Adelle obtains and manages consent in accordance with:  
National Counselling and Psychotherapy Society (NCPS) ethical standards.

UK General Data Protection Regulation (UK GDPR).

Data Protection Act 2018.

Safeguarding legislation and guidance.

Equality Act 2010.

Consent is viewed as an ongoing process throughout the counselling relationship.

### **3. What is Informed Consent?**

Informed consent means that a client has:

Received sufficient information to make a decision.

Understood what counselling involves.

Had the opportunity to ask questions.

Chosen freely whether to participate.

Been able to change their mind.

Consent must be:

Freely given.

Specific.

Informed.

Appropriate to the circumstances.

Able to be withdrawn.

### **4. Consent for Counselling**

Before counselling begins, clients will be provided with information about:

The counselling process.

The role of the counsellor.

Session arrangements.

Fees and cancellations.

Confidentiality.

Limits to confidentiality.

Record keeping.

Data protection.

Safeguarding responsibilities.

Complaints procedures.

Clients will be given the opportunity to ask questions before agreeing to counselling.

## **5. Adult Consent**

Adults accessing counselling must provide their own informed consent.

Adults are entitled to:

Decide whether to engage in counselling.

Understand how their information is handled.

Make choices about their counselling.

Withdraw consent at any time.

Counselling will be based on respect for the client's autonomy and right to make their own decisions.

## **6. Children and Young People's Consent**

When working with children and young people, consent arrangements will take into account:

The child's age.

Their level of understanding.

Their ability to make informed decisions.

Their individual circumstances.

Where appropriate:

Parent or carer consent may be required.

The child or young person's views and wishes will be respected.

The purpose of counselling will be explained in an age-appropriate way.

Confidentiality arrangements will be discussed clearly.

Children and young people will be encouraged to participate in decisions about their counselling wherever appropriate.

## **7. Consent When Working with Schools and Organisations**

Where counselling is provided through a school or organisation:

Consent arrangements will be agreed before counselling begins.

This may include:

Referral arrangements.

Parent/carer consent where required.

Organisational permissions.

Information sharing agreements.

Safeguarding procedures.

Communication arrangements.

Schools and organisations will not normally receive details of counselling discussions unless:

The client has provided consent.

There is a safeguarding concern.

There is a legal requirement to share information.

## **8. Consent and Confidentiality**

Clients will be informed that counselling is confidential within professional and legal limits.

Information may be shared without consent where:

There is a risk of serious harm to the client.

There is a risk of serious harm to another person.

There are safeguarding concerns.

Disclosure is required by law.

Sharing information is necessary to protect someone's safety.

Where possible and appropriate, clients will be informed before information is shared.

## **9. Consent for Data Processing**

Clients consent to Guided by... Adelle collecting and processing personal information required to provide counselling services.

This may include:

Contact information.

Relevant personal information.

Counselling records.

Risk information.

Safeguarding information where necessary.

Information will be processed in accordance with the Privacy Policy and Data Protection and Record Retention Policy.

## **10. Online Counselling Consent**

Before online counselling begins, clients will agree to arrangements relating to:

Use of online platforms.

Privacy and confidentiality.

Their responsibility to attend from a suitable environment.

Technical difficulties.

Emergency procedures.

Communication expectations.

Clients must not record online counselling sessions without prior agreement.

## **11. Withdrawal of Consent**

Clients have the right to withdraw consent at any time.

Withdrawal of consent may affect:

The continuation of counselling.

The ability to provide certain services.

The processing of information where there are legal or professional obligations to retain records.

Clients wishing to withdraw consent should discuss this with Guided by... Adelle.

## **12. Capacity to Consent**

Guided by... Adelle recognises that some individuals may experience difficulties with decision-making capacity.

Where concerns arise:

The client's ability to understand and make decisions will be considered.

Appropriate support will be explored.

Decisions will be made in the client's best interests where legally required.

### **13. Recording and Documentation of Consent**

Consent may be recorded through:

Signed agreements.

Written confirmation.

Digital consent forms.

Verbal consent where appropriate.

Records of consent will be stored securely in accordance with UK GDPR and the Data Protection and Record Retention Policy.

### **14. Professional Responsibilities**

Guided by... Adelle will:

Ensure clients understand what they are consenting to.

Respect client choices.

Avoid pressuring clients into counselling decisions.

Review consent throughout the counselling relationship.

Maintain appropriate records.

Follow safeguarding responsibilities where required.

### **15. Policy Review**

This Consent Policy will be reviewed annually or sooner if:

Legislation changes.

Professional guidance changes.

Services develop.

Working practices change.

### **Policy Approval**

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Approved by: Adelle Northall

Signature: Adelle Northall

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