

**Gaddum Centre Trainee / Volunteer Counsellor Agreement**

To ensure the best possible support for yourself and to provide a service that is safe and of the highest quality for our clients we need to clarify what we expect from you and what you can expect from us.

**Gaddum Centre will provide:**

* A comprehensive induction program
* A safe place to work
* Facilitated group supervision
* On-site mentoring
* Work with clients that match your level of experience and expertise
* Free workshops to enhance their professional development

**Trainees/volunteers need to commit to:**

* Providing confirmation of one to one clinical supervision with an appropriately qualified counsellor
* Provide a copy of their supervision agreement
* Giving clients appointment priority
* Keeping records in accordance to organisational polices & procedures
* Providing monthly data for monitoring requirements
* Adhere to organisational polices & procedures; particularly confidentiality, data protection, equality of opportunity and safeguarding
* Working ethically in line with professional body expectations
* Attending at least 80% of group supervision sessions.
* Discussing any breaches of confidentiality or other ethical concerns with your project lead or the Professional Governance Lead
* Where possible attend relevant project meetings & training
* Providing a minimum of 4 weeks’ notice prior to ending placement

**Trainee / Volunteer:**

Signed: ……………………………………. Date: ………………………….

Name: …………………………………………

**Gaddum Centre:**

Signed: ………………………………………. Date: ………………………….

Name: …………………………………………