Counselling intake form

Please complete this form before your appointment.

Your details

Full name

Date of birth

Phone

Email

If you need help now

I read these answers before our first session, not as they arrive. If you are in crisis or feel unable to keep yourself safe, please don't wait for our appointment. If your life is at risk now, call 999 or go to A&E. You can call Samaritans free on 116 123 at any time, day or night, or call NHS 111 and choose the mental health option.

Before we start

These questions help me prepare for our first session. Answer as much or as little as you're comfortable with. Anything you'd rather talk about in person can wait until we meet.

What you write here is confidential, with the limits set out at the end of this form: I may need to share it if I believe you or someone else is at serious risk of harm, if a child or an adult at risk may be in danger, or if the law requires it.

Are you 18 or over?

☐ Yes ☐ No

Have you had counselling or therapy before?

☐ Yes ☐ No

If yes, what did you find helpful, or unhelpful?

What brings you here

There's no right way to answer these, and you don't need to explain anything in writing. We'll talk it through when we meet.

What would you like to talk about? (tick any that apply)

☐ Anxiety or stress
☐ Low mood
☐ Relationships
☐ Bereavement or loss
☐ Work
☐ Something that happened to me
☐ Something else

Is there anything you'd like to add?

Are you getting any other support for your mental health at the moment? (tick any that apply)

☐ My GP
☐ NHS Talking Therapies
☐ A psychiatrist or community mental health team
☐ Another counsellor or therapist
☐ Something else

Are you taking any medication for your mental health? (tick one)

☐ Yes ☐ No ☐ I'd rather talk about this when we meet

In the last few weeks, have you had thoughts of ending your life or harming yourself? (tick one)

☐ No ☐ Yes ☐ I'd rather talk about this when we meet

Practical things

These help with arrangements. None of them affect whether we can work together.

Your GP's name and surgery

How would you prefer to meet? (tick one)

☐ In person ☐ Video call ☐ Phone ☐ No preference

Is there anything that would make our sessions easier for you, such as access needs, the times you can make, or the name and pronouns you'd like me to use?

How did you hear about me?

Our agreement

Confidentiality. What you tell me stays between us, with a few exceptions I'm required to tell you about before we begin. I may need to share information without your agreement if I believe you or someone else is at serious risk of harm, if a child or an adult at risk may be in danger, or if the law requires it. Wherever I can, I will talk to you first. If you or someone else is at serious risk, I may contact your GP.

Supervision. Like all counsellors in my professional body, I discuss my work regularly with a clinical supervisor. I don't share your name or anything that would identify you.

☐ **I have read how confidentiality works, including its limits.**

Notes. I keep brief notes of our sessions, stored securely. I keep them for [number] years after we finish working together, then delete them. You can ask to see what I hold about you.

Sessions and fees. Sessions last [50] minutes and cost [£fee]. If you cancel with less than [48 hours'] notice, the full fee is payable. Either of us can end our work together at any time, and I would ask that we have a final session to close it properly.

☐ **I have read the information about notes, fees and cancellations.**

☐ **I agree to begin counselling on these terms.**

Signature	Date
Full name	

Template from praxbook.co.uk. Adapt it to your own practice, training and insurer's requirements before use.