



INFORMATION AND CONSENT FORM

Our Framework:

Sexual Assault Centre Kingston provides free, confidential, non-judgmental support to survivors of sexualized violence in Kingston, Frontenac and Lennox & Addington. We provide all services with a feminist, anti-oppressive, trauma-informed perspective. Individual counselling is offered in both English and French.

Nature of Counselling:

At Sexual Assault Centre Kingston, you will be met with unconditional positive regard and acceptance. Each counsellor uses a variety of counselling techniques and assessments while working with clients. Counselling is tailored to each client's needs. You as the client are in control of the direction and pace of your counselling.

What to Expect:

Counselling has both benefits and risks. While seeking support at Sexual Assault Kingston, you may experience emotions such as anger, sadness and fear as you process painful memories. You might feel very tired following a session and it is possible to feel worse before you start feeling better. As a result of counselling you may develop healthy coping tools, feel more in control of your emotions, establish trust in yourself, experience increased self-esteem and self-compassion, and build healthy boundaries and relationships.

Confidentiality:

Everything discussed in counselling sessions is confidential. That is, information disclosed will not be revealed to outside sources unless your counsellor has been given permission to do so via written consent or as required by law or professional obligation. The following are limits to confidentiality:

- 1) If you report intent to harm yourself or someone else
- 2) If you report any abuse or neglect of a child 16 years and under
- 3) If records are subpoenaed by court
- 4) If you report abuse by a regulated health professional

Record Keeping:

Client files and notes retained by counsellors are a significant tool in our ability to help you through your healing process. They are an important part of our professional practice. We will protect your information by ensuring that your file is locked in a secure location.

Counsellors ensure that your information is collected and managed in a way that complies with any applicable privacy and other legislation. We will not collect personal information from you unless it is related to your service. If we ask you for personal information, you can say no. Saying no is called 'opting out'.

Counsellors are required to keep records in order to:

- assess your needs and monitor the progress of your service
- ensure the service is effective and of good quality
- establish accountability to funders
- provide information for supervision and training purposes

Client files are retained for a period of seven years from the date of the last entry. If you are under eighteen years of age at the date of the last entry, then your file is stored seven years from the day you become eighteen years of age. Client files, both paper and electronic, will be destroyed after the specified retention period.

Client Rights:

- As a client, I have a right to ask questions about the services being provided to me and any questions about the counselling process.
- I have a right to end counselling at any time.
- I have a right to access my personal information or request corrections to this information.
- I recognize the need for a 'good fit' between myself and my counsellor. I have the right to voice concerns to my counsellor or request a different counsellor if I see that as beneficial to my healing.
- I have a right to register feedback with any expression of dissatisfaction that relates to Sexual Assault Centre Kingston by following our Complaints Procedure.

I, _____ acknowledge that I have read, understand and agree with the items above.

Dated the _____ day of _____ 20____

Signature: _____ Witness: _____