FREELANCE COUNSELLOR AGREEMENT

Care for the Carers
Highlight House
8 St Leonards Road
Eastbourne
BN21 3UH

Tel:

Tel: 01323 738390

Start Date:	**XXXX**
End Date:	**31st March 2024**
Termination Provisions:	The initial Agreement is for a fixed period, renewable annually subject to funding availability and review of performance. Either party may terminate this arrangement at any time by giving one month's notice in writing.
Hours:	Hours of work will be for up to 4 hours per week, each client session being 50 minutes at a pre -agreed time, plus 10 minutes admin time, for up to 12 sessions per client.
Place of Work:	Preparation work will be undertaken remotely, and client sessions will be delivered face to face, except where meetings at Care for the Carers' head office in Eastbourne or Lewes may be required.
Counselling Fee:	You will be paid £60 per hour: 50-minutes counselling session and 10 minutes admin time; up to £9000 in total during the fixed term period. Counselling sessions delivered are to be invoiced at the end of each calendar month. In the event of client cancellations with less than 24 hours' notice given or sessions which clients fail to attend, the full session fee will be paid. For any charged sessions which the client does not attend, this will count as one of their 12 sessions.
Sickness and Absence:	If you are unable to carry out any work that you have agreed to carry out due to sickness or any other reason, you should contact

CFTC as soon as possible. You will not be paid for any work that you are not able to carry out for any reason.

Services to be provided: **Freelance Counsellor with Care for the Carers**

A freelance counsellor to provide face to face counselling sessions, as part of our Time to Talk adult counselling service, funded by the Havens Primary Care Project. The aim of the project is to provide unpaid carers in East Sussex with a free counselling service to support them in their caring role.

Key actions:

1. To attend an online induction session (via MS Teams) with the Counselling Coordinator prior to starting the project work, and to comply with all CFTCs policies and procedures as provided during the term of the project.
2. In partnership with the Counselling Co-ordinator and the Counselling Administrator, to plan and deliver face to face counselling sessions to clients.
3. To liaise with the Counselling Coordinator and Counselling Administrator to evaluate the provision of face to face counselling sessions.
4. To utilise an evaluation tool (CORE-10) for carers to complete before and after counselling sessions (session 1 and session 11/12), to record the impact of counselling, and to record any client feedback.
5. To report client attendance to the Time to Talk Counselling Administrator on a weekly basis.
6. To debrief with the Counselling Co-ordinator on a quarterly basis (i.e. every 11/12 weeks), and notify CFTC immediately (i.e. the same day) if safeguarding concerns arise.
7. To arrange, attend and self-fund regular clinical supervision as per the BACP Ethical Framework, not less than an overall minimum of 1.5 hours per month.
8. To maintain individual membership of a professional body e.g. BACP.

Insurance: You will provide Care for the Carers with a copy of your Professional Indemnity and Public Liability Insurance, which must be maintained for the duration of work for CFTC.

Warranty: You warrant and represent to Care for the Carers that you are an independent contractor. Nothing in this Agreement shall render you an employee, agent or partner of Care for the Carers and you will not hold yourself out as such.

Tax: You will pay the tax and national insurance contributions which are due from you in relation to the payments to be made to you by Care

for the Carers under this Agreement. You agree to indemnify Care for the Carers in respect of all and any income tax and national insurance contributions which may be found due from Care for the Carers on any payments made to you under this Agreement.

DBS: A DBS check will be undertaken in accordance with Care for the Carers' Policy.

References: Two satisfactory references will be required before counselling work may commence.

Confidentiality: You must not disclose to any unauthorised person any confidential information concerning CFTC, its clients or its staff.

Signed: ……..
Freelance Counsellor

Date: ……..

Signed: ……..
Jennifer Twist, Chief Executive, Care for the Carers

Date: ……..