Counselling session note

Keep this apart from anything that identifies the client. Use a client code, not a name.

Client code	Date	Session no.
Length	**How we met (in person / online / phone)**	**Attendance notes**

Main themes
What the client brought, in two or three plain lines.

What I did
The work, and how the client responded.

Risk and safeguarding
What I asked or heard, what I decided and why, and who I spoke to. If nothing arose, say what I asked.

Other contact
Emails, calls or letters since last session, or who I contacted, and with what consent.

Plan
What comes next, anything I agreed to do, and when to review.

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A filled-in example

This client and session are invented.

Session details	C-014. Session 6 of 12. 6 March, 50 minutes, in person. Client arrived 10 minutes late.
Main themes	Stress at home and worry about partner's drinking. Conflict with a family member this week.
What I did	Explored what client wants from a conversation with partner. Practised a grounding exercise; client said it helped.
Risk and safeguarding	Asked about safety at home and thoughts of harming self. Client said they feel safe and have no such thoughts. No further action.
Other contact	None since last session.
Plan	Continue weekly. Client wants to look at family boundaries next. Review at session 8.

Before you save

- [ ] Would this client feel respected reading it?
- [ ] Have I used a client code, and kept the name elsewhere?
- [ ] Have I used roles such as "partner" or "manager" rather than other people's names?
- [ ] Is everything here factual, or clearly marked as what the client said?
- [ ] Have I left out diagnoses I am not qualified to make?
- [ ] Have I left out my own feelings about the client (for supervision instead)?
- [ ] If there was risk, have I recorded what I decided and why?

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