



**Community Counseling Center
of Central Florida, LLC**

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**2023 Child Version of CCCCCF's Code of Ethics,
Client Rights & HIPAA Informational Packet**

Code of Ethics

Ethics mean what is right and wrong. You and your counselor will talk about many private things and your therapist must always act in a way that is good and honest. Your counselor promises to:

1. Keep what you talk about private unless you could get hurt.
2. Counselors are friendly but cannot be your friend like a best friend is. They are a professional who helps you like a teacher or a doctor.
3. Your therapist went to school to learn how to be a good counselor and takes classes to make sure they continue to learn about how to be a good counselor.
4. Your counselor's "boss" makes sure that before your counselor works with you they are a safe person who is good at their job.
5. Everyone has rules to follow, even grown-ups. Your counselor will always follow good work rules and will never break the law. Your counselor also follows rules about what is legal and what is right and wrong. Your counselor will work hard the entire time they are with you to make things better and you will have their full attention.
6. Counselors who work with CCCCCF have to behave not only at work but when they are at home too on their days off because like a police officer they have to be on their best behavior at all times.
7. CCCCCF does not do experiments or research like you would for a project at school but if we did we would have to make sure that you were taken good care of in such a study and get permission from lots of important people.
8. Counselors who work for CCCCCF have to be trustworthy and responsible. They work hard to be nice and to use good manners at all times.
9. If there is ever a time when you think your counselor has done something that they should not have you can talk to a trusted grown-up and you and they can call Miss Corrie who is the boss at CCCCCF and we can talk about it to make sure you are safe and everything can be okay again 407-291-8009 or 407-947-2901.
10. When CCCCCF looks for kids to help we do so in a way that is respectful and kind. We aim to be honest, fair, and a good company to help kids do better in life.

11. As much as you may like your counselor, they cannot accept expensive presents. Things you make like drawings are okay though! Our counselors will never try to sell you anything (like you might try to sell to them such as Girl Scout cookies). Our counselors can be friendly but not your actual friend. They are like your doctor, teacher or dentist and can only see you in an official way.
12. CCCCCF attends meetings in the community like the area Children's Cabinets to help advocate and support kids like you to make sure you are safe and well take care of.
13. People who work at CCCCCF follow rules about their use of social media both professionally and personally. They follow CCCCCF's rules and are trained on the rules when they start working here. People who work here do not become friends with clients on Facebook and they will talk to you about this when they first meet you.
14. People who work at CCCCCF cannot give you money or presents or accept money or presents from you. A gift such as a picture drawn by a child is acceptable, a gift card to say thank you in the amount of \$100 is not appropriate.
15. CCCCCF will keep your stuff safe when you visit our office. We have cameras and if anyone messes with your stuff we will catch them!
16. People who work at CCCCCF have to follow very strict grown up rules about using money the right way and telling the truth. No one who works at this place will ever hurt you. We are nice people who will respect and help you to the best of our ability.
17. People who work at CCCCCF make sure they keep good legal boundaries. They don't use their jobs for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business, or other ties.

Client Rights

This means that you are to be treated in a nice way by your counselor and that your counselor is a person who is there to help you. This is a list of some things you should know about your rights in counseling. Your counselor will:

1. Be respectful.
2. Keep private stuff private (unless it is about your safety).
3. Treat all people the same no matter if they are a boy or a girl and no matter what color they are.
4. See you on time.
5. Never to hurt you physically or emotionally.
6. Help you see a different counselor if it is not a good fit.
7. Talk to you about why they visit you and ways they can help things get better for you.
8. Answer any questions you have about anything to the best of their ability.
9. Help you find other people to help you if you need more help, like a tutor or a doctor or other people like that.
10. Talk to you in a way that you can understand.

11. If there is ever a time when you think your counselor has done something that they should not have you can talk to a trusted grown-up and you and they can call Miss Corrie who is the boss at CCCC and we can talk about it to make sure everything can be okay again at 407-291-8009 or 407-947-2901.

HIPAA Informational Packet

There are certain things you need to know when seeing a counselor. Below are some things that we want to tell you about CCCC and your counselor:

1. You can ask your counselor that kind of therapy they do, like play therapy or behavior therapy.
2. Counseling is a job and counselors get paid for seeing you like a doctor does when they make you feel better or when you go to school and a teacher helps you to learn new things.
3. You and your counselor will make a plan to help make things better for you and you can tell your counselor what you think will help you get better or make things in your family better.
4. Sometimes when kids talk about what is bothering them they can feel worse before they feel better. This is normal. Talking about it will help over time.
5. Your counselor will talk to his or her "boss" sometimes about your family to see if there are better ways they can help you and your family do better.
6. Your counselor went to school a very long time at a place called college to learn how to be a counselor and you can ask them about their schooling if you want to.
7. Sometimes counselors can't keep things private. If a grown-up hurts you the counselor will want to talk to people about how to make sure that does not happen again. If you feel like hurting yourself or someone else your counselor can't let that happen and has to make a plan to keep everyone safe. Sometimes your counselor will have to go to court and talk to a judge about ways to keep you safe but they will always tell you first when they do that.
8. If you have an emergency find a grown-up and decide if you need to call 911. If you can't find a grown-up then call 911. You can try and call your counselor too if you need help that is not an emergency.
9. If there is ever a time when you think your counselor has done something that they should not have you can talk to a trusted grown-up and you and they can call Miss Corrie who is the boss at CCCC and we can talk about it to make sure everything can be okay again at 407-291-8009 or 407-947-2901.

Respectfully submitted,

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