

COUNSELLING AGREEMENT

This agreement outlines our framework for working together. Please take some time to read through it between now and your next session so you can bring it back and ask any questions you may have.

Confidentiality:

Everything that happens in your therapy sessions remains confidential with the following exceptions:

- I may discuss aspects of the work with my supervisor but your identity will remain protected at all times.
- If you reveal information about children or vulnerable adults being at risk, I would report this to the relevant authorities if you felt unable to do so yourself.
- If subpoenaed to give evidence in court, I would have to do so.
- I may contact your GP, other medical professionals if I believe you are likely to cause serious injury to yourself or someone else.

If any of the above arise, I reserve the right to notify appropriate persons and would make every possible effort to discuss my concerns with you first but this may not always be possible e.g. in case of imminent risk.

Notes:

- After every session I will make brief notes of our discussion.
- In the initial stages of therapy, I will likely take notes during the session.
- These notes do not constitute part of your health record.
- I am registered under the Data Protection Act (registration No ZA132156)
- Notes are stored in an encrypted and password protected format in a cloud storage system.
- It may be that some sessions are audio recorded. Sessions may only be recorded with your explicit consent. These recordings may be used for case studies, research and supervision.

Questionnaires:

I may use certain questionnaires during your therapy to get a measure of how well you are doing. At the end of therapy I will provide a feedback form on which you can assess the quality of my work.

Appointments:

- Sessions are 50 minutes and held at the same time/place on a weekly basis. It is important for effective therapy that you attend regularly.
- I do not have a waiting room and would therefore ask that you do not arrive early as I will not be able to accommodate you.
- If you arrive late for any reason, the sessions will finish at the appointed time.
- I offer an initial course of 6/8 sessions however **this is not fixed**. We will regularly review how your counselling is progressing in order that we can negotiate any change required.
- If you miss a session without notifying me I will attempt to contact you. If I do not hear from you within 48hrs of the missed session I will assume that you would prefer not to continue with the counselling and discharge you.
- I will take all reasonable precautions to ensure that the therapy space is free from interruptions and I ask you to respect the therapy space too by turning off mobile phones during the session.

Social Media:

Please be advised that this is a strictly professional relationship and as such I do not communicate with clients via social media platforms and do not accept any friend requests.

Fees:

Sessions will be charged at £50. To secure your appointment, payment is to be made by BACS 48hrs in advance of the next session (not just the day before) or cash at the end of the previous session. **Please note sessions will not take place unless payment has been received.** Please note I do not have the facility to accept payment by card. Should payment not be forthcoming then no further work will take place until the outstanding fee is received.

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Cancellation Policy:

Missed appointments or those cancelled with less than 48hrs notice (not just the day before) will incur the full tariff – the exception being emergency medical issues for yourself or immediate family which should be supported by a letter from your GP/hospital. Sessions may, where circumstances allow, be rescheduled for later **in the same working week** (Mon – Thu only) but please note this may not be possible and should not be assumed/relied upon. If rescheduling within that same working week is not an option then the full cancellation fee will be payable.

In the unlikely event of my cancelling within 48hrs then the session will be rescheduled where possible (taking into account mutual availability). Failing that the fee can be used for the next session instead or a refund processed.

Why is this Cancellation Policy in Place?

- It encourages regular client engagement with sessions
- It encourages clients to prioritise their counselling
- It encourages clients friends/family to respect clients counselling
- It demonstrates a respect of the therapeutic work and your counsellor
- It reminds clients that the client/counsellor relationship is a professional arrangement
- Your counsellor invests time and resources preparing for each session beforehand
- Your counsellor has ongoing overheads to pay for e.g. continued training, insurance, maintenance, professional membership fees, advertising, regular supervision fees, secure storage platforms etc
- Lack of notice means your counsellor is unable to offer the session to others who may wish to attend.

Should you decide to end counselling, please discuss this with me so that we can arrange a closing session in order to end the process in a safe and appropriate way.

Communication between Sessions:

Please note that contact outside of session is strictly related to matters such as cancelling or rescheduling appointments where necessary.

Abuse:

I will not tolerate any form or threat of abuse, physical or verbal. If I believe the danger of abuse from working with you is too high or feel threatened in any way than sessions will be terminated.

Health

I request that you do not take mood-altering drugs (unless prescribed by a GP) or alcohol before a sessions. If I believe you to be under the influence, I reserve the right to cancel the appointment which would remain payable.

I have read and understood and agree to the conditions under which I will receive counselling

Client Name	
Signature	
Date	

Counsellor Name	
Signature	
Date	