

Debbie Owen

COUNSELLING AND PSYCHOTHERAPY

This document is intended to form an agreement for counselling between counsellor and client outlined below. This contract can be reviewed at any time throughout the working relationship by either party.

COUNSELLING CONTRACT BETWEEN

This contract is between _____ Counsellor, and
_____ Client/s.

Client's Address: _____
_____ Postcode: _____

Client's email address: _____

Phone Number(s): _____

GP details: _____

COUNSELLING SESSIONS

We will meet for an initial free assessment session. If we feel it is appropriate for us to continue our work together we will agree to meet weekly for one hour sessions each. There will be a fee of £..... for each session.

Charges will be reviewed each year and we will give at least one months' notice of any increase. Payment is due at the session in cash only.

The whole session time belongs to you. Your Counsellor will be present for the entire time of the session. If your circumstances change and the session time is no longer suitable, your Counsellor will do their best to accommodate this and offer you an alternative time.

Your Counsellor will not be able to work with you if you are under the influence of alcohol or other mind-altering substances. If this were found to be the case, they would have to end the session and you would be charged at the normal rate.

CANCELLATIONS and HOLIDAYS

Should you need to cancel or postpone a session please contact your counsellor with at least 24 hours' notice if possible. Your Counsellor will be available for you with the exception of their holidays and occasional times when they might attend a training workshop or a conference. Your Counsellor will give you as much notice as possible if they are unable to make a session. In the event where your Counsellor needs to miss your session because of illness, they will give you as much notice as possible, and will try to offer you an alternative time. Sessions missed due to your Counsellor's unavailability are not charged for.

You can contact your counsellor on:

Telephone: _____

Email: _____

Please leave the following information:

Your Name and Time and Date of your session.

If you have not made any contact with your counsellor or attended counselling for 2 consecutive sessions, we will contact you via letter or email to inform you our sessions have been closed.

CONFIDENTIALITY

Everything that is discussed with your Counsellor in the counselling session is kept in the strictest confidence. In line with the BACP (British Association of Counselling and Psychotherapy) Ethical Framework, Counsellors are required to have regular supervision and your Counsellor will need to discuss their work with their Supervisor from time to time. However, they will not disclose your name or anything that would enable you to be identified. Any information that a Supervisor receives is also treated as confidential and subject to the same ethical criteria as counselling. If you are being treated by your Doctor for emotional difficulties, it is important that you inform him or her about your Counsellor, and vice versa. Your Counsellor will not confer with your Doctor without your knowledge and permission. If there is convincing evidence that you intend to harm yourself or others, your Counsellor will need to break confidentiality by informing your Doctor, or in serious cases the Police, emergency services, or other appropriate third party. Wherever possible, and if it is considered appropriate, you will be informed of this. Your Counsellor may keep brief notes after a session, which will be securely stored. Occasionally they might want to make an audio recording of your session for the purpose of monitoring their work, but this would only occur with your prior knowledge and permission. Again these data are securely stored and destroyed after use.

Face-to-Face contact outside sessions;

Should you happen to see your Counsellor outside of your session please be aware that they will not greet you, this is to protect your privacy and maintain confidentiality. This is especially important if you are with other people. If you acknowledge them openly, then they will respond in an appropriate, professional manner. Should you find yourself in a situation where you and your Counsellor are part of the same group, either social or professional, serious consideration will be given to the complications of this dual role relationship. Where appropriate, and possible, your Counsellor will withdraw.

Facebook, Twitter, Linked in and all social media;

Please do not invite your counsellor to join you on any social media. They are not permitted to do so under their strict Codes of Ethics, and refusal can cause offense where none is intended.

Endings;

You will normally know when you are ready to finish counselling and you can address this issue with your Counsellor within a session. We ask that you give at least one weeks' notice before finishing so that you can have the chance to discuss your decision, but there will be no pressure on you to continue with counselling. The Counsellor reserves the right to terminate therapy where the client is not abiding by the agreement, or

is perceived to be a threat to the Counsellor's well-being. Abusive behaviour is unacceptable and will not be tolerated.

Data Protection Statement;

To assist us in working effectively with you, The Counsellor keeps confidential records about all clients. These records are kept securely. The records held are subject to the **General data protection regulation (GDPR)**. We can only use your sensitive personal data with your consent which we ask you to give by signing this form. Both personal and sensitive personal data is used to provide the best possible service to you and to ensure that we continue to offer the highest possible standards in delivery of care to all our clients, as required by our professional bodies and insurers, personal records are kept for the period of seven years after which time they may be destroyed in accordance with guidelines on the destruction of sensitive information.

PLEASE READ THIS CONTRACT CAREFULLY

Check what you and your Counsellor have agreed today. If you wish to negotiate any changes your Counsellor will be happy to do so before you sign.

As the client I have read and understood the contract. I consent to you using my personal and sensitive data in accordance with GDPR for the purposes of delivering counselling to me and for management of the quality of the service. This agreement is fully understood and agreed to and is signed as it stands by:

Name: _____, Client/s

Name: _____, Counsellor

Date: _____

Further negotiations during counselling can be recorded here:-