

Tel: 079 251 54358

Email: northleedstherapy@gmail.com

Contract for Individual Counselling

This contract refers to the formal arrangements for counselling between:

Client.....

Date.....

and

Counsellor.....

As your Counsellor, I ensure:	As a Client, I ensure:
• To be available at the agreed time • To start and end on time. • To offer a quiet, appropriate, and undisturbed space • To maintain safe, professional boundaries • To regard all contact and information as confidential unless he has reasonable doubt concerning actual safety of the client or others. • To encourage client autonomy • To review therapeutic work and relationship regularly • To work within the BACP Ethical Framework (available upon request) including • regular supervision • In the unlikely event of the therapist cancelling, an alternative appointment will be offered ASAP.	• To attend punctually • To give a minimum of 48 hours' notice when cancelling/changing an appointment (or the full fee becomes payable) • To pay £65 per session in full for each appointment • Communicating with the therapist outside agreed counselling sessions to be limited to making, changing, or cancelling an appointment unless by prior arrangement. • To be respectful to the counsellor and his property • To agree to give permission to contact GP if the therapist has serious concerns about risk to self (client) or others. • To discuss with the therapist when you feel you are ready to end therapy. • To let the counsellor know if you are in or are considering entering another therapeutic relationship.

Contacting you

I will contact you, if necessary, e.g. to re-arrange an imminent appointment. Where and how would you prefer I contact you in this unlikely event?

.....

Should you not attend on time, would you like me to contact you? If so, how?

.....

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Contacting the therapist

You may use the above telephone number or email to reach me.
I will get back to you as soon as I can.

What the Counsellor offers.

What is on offer is counselling of a Person-Centred nature. This means you are empowered to discover solutions to issues in a supportive environment. As a counsellor I offer you my honesty and respect while we explore issues you feel you would like to bring to counselling at the times that we have agreed.

Sessions.

The counsellor and client will agree the length, dates, times, frequency and fees for sessions following mutual consideration and discussion. Frequency may vary depending on the requirements of the client.

Arrangements for contact and/or emergency sessions will be discussed in the initial meeting. The counsellor and client will endeavour to inconvenience each other as little as possible due to missed or postponed appointments. As far as possible, each will give a minimum of 48 hours' notice of cancelled sessions.

Prior to our first session, a deposit of **£25** is required. This is part of the initial session fee. This can be paid in advance through BACs to:

Starling Bank. Personal Account. Name: John McDermott.

Sort Code: 60 83 71 Account: 644 5959 3.

Please note the terms of payment are 7 days unless otherwise agreed by both parties.

Contact outside of arranged appointments.

Whilst you are free to contact me by email or telephone outside of our arranged sessions, I cannot guarantee I can always reply immediately.

I will endeavour to get in touch as soon as possible, however, should you need to talk to someone in an emergency, a list of local support providers is provided on the website.

Non-attendance

Should you cancel within less than the 48 hours' notice agreed, or fail to attend an appointment: the full session fee will be charged.

Confidentiality.

All sessions will be conducted in strictest confidence. This confidence will be maintained and applied to all records in accordance with the Data protection Act (2018) and GDPR (2018) except in the following circumstances:

- When the information is of such serious nature, to the physical wellbeing of the client or others, that confidentiality cannot be maintained. Such as:
- The client infers involvement in or knowledge of an act of terrorism or money laundering.

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- The client infers knowledge of or involvement in drugs trafficking.
- The client infers knowledge of or involvement in behaviours that may, in the therapist's opinion, lead to harm or neglect to children and vulnerable adults.
- When the client gives consent for the confidentiality to be broken. (For instance, in support of testimony the client is reporting in regards criminal issues.
- When the counsellor is legally required to disclose certain information, i.e., Subpoenaed by law.

Whenever possible, any such actions will be discussed with the client beforehand.

Supervision and confidentiality

I monitor my own practice by attending regular supervision for myself and am committed to my own self-development. There are times where aspects of our sessions will be taken to supervision to monitor my practice; at no time will your name or any identifiable information be mentioned, and my supervisor is also committed to our contracted confidentiality.

Records of sessions

I occasionally keep notes relating to our sessions other than the appointment we book and this document (the counselling contract) on file. These are for my reflection on a session. Under GDPR (2018) the client has the right, within prescribed limits, to see these notes.

The counsellor may record sessions (audio recording) for purpose of self-evaluation and supervision. The client will always be consulted before a recording is made and the client has the right to refuse that the session be recorded.

Professional Responsibility.

The Counsellor and Client will endeavour to work together in a way that adheres to the Professional Ethical Codes of the BACP.

These guidelines can be accessed at

<https://www.bacp.co.uk/events-and-resources/ethics-and-standards/ethical-framework-for-the-counselling-professions/> or a copy can be provided for you.

My signature below indicates I have read, understood and agreed with the terms and conditions as detailed in the individual counselling contract supplied to me.

Signed:

Client.....

Date.....

and

Counsellor.....