



## Therapeutic Counselling & Life Coaching

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# COUNSELLING CONTRACT

## COUNSELLING APPROACH

In a friendly atmosphere of acceptance, respect and non-judgement, my hope is that we can work together so that you can feel accepted for what you are feeling, and build in yourself a new strength and clarity of vision, to face the road ahead, stronger and more aware of yourself and who you really are and what your own values are, and what you want to change or accept. We will be working together on finding ways to make progress and move forward.

## ETHICS AND CODE OF CONDUCT

I am a fully qualified counsellor and member of the British Association for Counselling and Psychotherapy, the British Psychological Society and the National Counselling Society and work within their ethical framework for good practice in Counselling and Psychotherapy. A copy of the ethical framework for good practice in Counselling and Psychotherapy can be found on the BACP's web site at [http://www.bacp.co.uk/ethical\\_framework/](http://www.bacp.co.uk/ethical_framework/) Obviously the more clients put in to their therapy, the more they will get from it and there are sometimes small 'homework' tasks set. Appropriate communication is expected (with my help) and so I cannot allow raising of a voice or any physical or verbal aggression.

## CONFIDENTIALITY

Everything you share with me will be treated as highly confidential. However the exceptions to this would be the following:

- In accordance with the (BACP), I am required to undertake regular supervision with an appropriately qualified and experienced therapist/supervisor. For this purpose, I may disclose some details of our work to my supervisor, but this does not require the name of the client.
- I may be legally or ethically obliged to break confidentiality, for example where I consider your welfare or the welfare of others to be seriously at risk.

Wherever possible, I will consult with you before breaching confidentiality.

## DATA PROTECTION

As required by the General Data Protection Regulation (GDPR) your name and contact details will be kept in a secure, locked cabinet. I will not keep data any longer than is necessary and it will be destroyed securely at the end of the recommended period of retention.

## SESSIONS

Normally we will meet on a weekly basis at a regular time for the 50 minutes counselling hour. However some clients prefer to do sessions every two weeks and should you need or want extra counselling sessions during the week, this can be arranged, but this depends on my availability. It's important to be mindful of self-care during the therapeutic period. Things can sometimes feel like they are getting worse before they get better. This is why it may be helpful to attend for 6 weekly sessions, after which we can review the counselling process and negotiate further sessions as appropriate.

## FEES AND MISSED OR CANCELLED APPOINTMENTS

Fees are due on the same day of the session. Your fee will be £45 per session paid by bank transfer to Counselling Choices sort code 09-01-29 account number 30253300 or by cash. Whereas scheduled breaks such as holidays will not be charged for, half the amount of my normal fee will be charged for non-attendance or cancelled sessions, unless you are able to give me at least 24-hours notice. Wherever possible if I need to cancel an appointment with you, I will give you at least 24-hours notice.

## ARRIVING LATE OR LEAVING EARLY

If you arrive late for a session, or leave early, I will not be able to extend the session beyond the allocated time. This is because other clients would be affected.

## ENDING COUNSELLING/REFERRAL

Normally the ending of the counselling contract would be by mutual prior agreement and will draw to a natural close as the sessions go on. However you have the right to end your counselling at any time. I would appreciate if you could let me know if you feel you would like to end the sessions and that will be no problem. If a referral is needed for another counsellor with specific knowledge and training which goes beyond my own I will refer you on with your permission or signpost you. In the event of something happening to prevent further sessions and the continuation of your therapy process in the event of my personal injury, illness or urgent family issues, please contact my supervisor John Tomkins on 07920 001342 for the continuation of your therapy with another therapist.

**I understand and agree to the terms and conditions of the above contract.**

Client name:

Client signature:

Therapist name:

Therapist signature:

Date:



British Association for Counselling and Psychotherapy Registered Member 374327

British Psychological Society Graduate Member 485847

National Counselling Society Accredited Member NCS22-02244