**Counselling Contract**

**Counselling contract**

This contract expresses the commitment each of us makes at the outset and to clarify how I practice and to set out the terms under which I work so that they are clear. This contract is subject to re-negotiation at any stage of the working relationship by both parties, if at any time you have any concern or query please let me know as soon as possible.

**Sessions**

Following our initial assessment we would agree how long to work together. On the sixth session we will review our work together and discuss our current working contract with a view to either extending or ending our counselling sessions. For effective therapy we endeavor to maintain a regular and continuous commitment. Our sessions can either be online via zoom or face to face and will be for an hour.

**Fees/Late arrival/Cancellations**

The fee per session is currently £45 to be paid for at the time, or in advance, either cash or BACS to **Sian Grange**: account **82937006** sort code **60-83-71**

The session needs to begin at the agreed time, any session beginning after this time; due to your late arrival, cannot be extended beyond the original finish time.

If you need to cancel a session please give me a minimum of 24 hours’ notice. If less than 24 hours’ notice is given then I will still charge you for the session, unless for exceptional circumstances. If for any reason I have to cancel a session due to illness or other unforeseen circumstances I will endeavor to also give you 24 hours’ notice.

We will agree on holiday leave arrangements together.

**Confidentiality**

As a member of the BACP, British Association of Counsellors and Psychotherapist (bacp.co.uk) I am bound by its code of ethics, good practice and subject to its complaints procedure. I am committed to providing a safe therapeutic environment where all our work together is confidential; I will not disclose any information about you to a third party without your consent subject to the following exceptions.

* If, in extreme circumstance, I believe you or someone else is at serious risk.
* Some laws in certain circumstances require me to break confidentiality, such as the Terrorism Act and Drug Trafficking Act. In certain circumstances I am required by law to break confidentiality without informing you.
* For the purpose of my supervision, an ethical responsibility to ensure I am working in a safe and effective manner

I would endeavor wherever possible to inform you in advance.

**Records**

My records are limited to any information you give me regarding your contact details, medication and contact with other professionals, a brief history and a record of sessions attended, missed or cancelled. To help me monitor I keep brief notes recording the themes of the counselling session. All records are securely stored according to the data protection act, and are kept for 5 years then destroyed.

**Privacy Notice**

You will have been given a privacy notice with this contract. This sets how I manage and safeguard your data. Please read this carefully, I will regularly update this if so required. If you have any concerns about this then please discuss them with me.

**Endings**

You are of course free to end counselling at any time. However, in order to look at what has been achieved and bring the counselling process to an end I would appreciate if you could give me a session’s notice of your decision, or preferably we agree this together, in advance.

**Other**

If we meet in public I will acknowledge you in a friendly manner unless you express the wish not to be acknowledged.

**Your Contact details**

Full Name:

DOB:

Address:

Telephone numbers:

Email:

GP’s name and address:

Emergency contact name and number:

Reason for Counselling:

What do you want from Counselling?

**Your agreement**

Please read this contract carefully, if you wish to negotiate changes I will be happy to do so before you sign. Please sign below to indicate that you have read and accepted the information above as well read and accepted the privacy notice, either send back electronically, bring a printed copy to your first session or reply to this email saying that you agree to it all. Thank you.

Client: ­­­­­­­­­­­­ Signed date

Counsellor: Sian Grange Signed:  date:3/4/2022