Contract for Solana Murray’s clients- Sol Space Counselling.

I look forward to continuing this chapter with you and working together to reach your goals.

I, the counsellor, will offer an ethical and safe environment for us both. My aim to is to provide a comfortable space in which you can explore whatever it is that you need and want. I will support you and offer any tools and strategies to the best of my knowledge, and aid in helping you reach a goal. To support my gathering as much information as possible, there will be times that I may take notes. This will be kept following the Data Protection Act 2018 and discarded of when no longer needed.

Whilst I am here to guide you through everything, it is important to remember that the more that you bring, the more that I can help. We must equally work together. I will be completely honest, open, and respectful of you, and I expect the same in return. We are in control of the space that we create.

Confidentiality:

It is important that you feel as though this space is yours, and that you have the safety of discussing anything. Everything will remain confidential between the two of us. However, there may be times when this will be breached when required by my ethical framework (National Counselling and Psychotherapy Society). This includes harm to self or others, and lawful activities. I will do my best to discuss this with you before action is taken to the relevant authorities.

I may also decide to discuss some information from our sessions with my clinical supervisor, as to ensure progression and that I continue to work ethically. You will remain completely anonymous, and no specific credentials will be used. You, as my client, are always in my best interest, and the decisions that are made will follow suit.

Sessions:

Our sessions will take place **biweekly** at the agreed time and day

Sessions last 50 minutes

We will work within a block system. Each block consists of 4 sessions. On our 1st session, we will discuss the goals that you would like to achieve by the end of therapy. We will then have a review when appropriate, to check in with your progress and decide if another block of sessions is needed.

If I or you, feel as though you do not require the full 4 sessions, we can end prior to the 4th session.

Please note, as these sessions will now take place outside of my working hours, they are subject to change or be paused if I do not feel as though I am providing the best help that I can to you, my client. Thank you for being understanding and patient, as I am trialing this working schedule for the first time.

If you are ever in an emergency or need mental health advice outside of our allotted session time, please call 111, and press option 2.

Payment and Cancellation:

£60 per session. **All payments must** **be made before each session.** This payment secures your spot, so please aim to pay before the day of the session, otherwise your slot is not guaranteed.

You do not need to pay for all 4 sessions in the block at once, however this is up to you.

You can cancel without payment up until 48 hours before the session. However**, if you cancel within 48 hours of our session’s allotted time, you are required to pay half the amount, £30.**

If you miss a session without informing me, this also counts as late cancellation, and you are required to pay this fee.

Bank details. To be paid to:

Solana Murray

Sort code: 60-83-71

Account Number: 77728574

Notes:

I, the counsellor, reserve the right to conclude sessions whenever I think it necessary.

Instances where a client is unfit to carry out the session, or when a client displays rude behaviour will result in the session ending.

If you, the client, would like to end sessions prior to the 4-session end date, please do let me know in as much advance as possible.

All payments are non- refundable, except on the circumstance that a client has paid in advance and cancels prior to the 48-hour policy period. If they request their payment back this is acceptable.

The session will begin at the agreed time. If you are late, the session will still end at the designated time.

To support client confidentiality, if I see you out in public, I will not acknowledge you, unless you signal to me or approach me first. Or, if we have agreed otherwise. This is to ensure your privacy.

When the time comes to conclude sessions, I do ask if my clients would like to leave a review on my business google page- Sol Space Counselling. I appreciate all your support in growing my practice.

Thank you so much for adhering to the contract, if you have any questions, please let me know.

Date: Signed by: Signed by: Client