**Counselling Contract Form**

This contract is between The LightHouse Therapist and

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (client) Dated \_\_\_\_\_\_\_\_\_\_\_\_

Client address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GP/Surgery \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Therapist

I am a registered member of the BACP (British Association for Counselling and Psychotherapy). I am Systemically qualified to Honours Degree Level 6. I work using a blended approach to best suit your needs as a client. The central ethos of my work is person centred and this gives you ultimate control over the direction of your therapy and any goals that you may have.

I will never tell you what you should do, but rather support you as you investigate what it is that you need. I am committed to providing a safe non-judgemental environment and offering good practice.

Confidentiality and Records

The content of the sessions are confidential between you and me. However, it is a requirement for me to discuss elements of my work with my supervisor and supervision peer group. All are professionally qualified therapists and I will use your first name or initial only. I make brief notes following each session to help me monitor my work, once again this will only detail your first name or initial. Once therapy has ended, all notes will be destroyed.

If I believe you or another person are at risk of serious physical harm, I may not be able to retain confidentiality and will need to inform my supervisor and your GP.

Confidentiality would be broken in the event of a breach of national security.

Session Fees

Individual Face to Face 1-hour session £40.00

Individual Online 1-hour session £40.00

Individual Telephone 1-hour session £40.00

\**£80 will be payable in advance of the first session, this will be held to cover the cost of your last session.*

Data Protection and Privacy

Any personal data provided by you to The LightHouse Therapist through any means (verbal, written, or in electronic form) will be held and processed in accordance with the data protection principles set out in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) for the purposes for which you have given consent, to provide the services you have requested from us, and to meet the legitimate interests of the organisation. A copy of the Privacy Notice is available upon request.

Contractual obligations

This contract means that you have agreed to pay for the counselling and is therefore a legal binding document. This contract will be terminated with immediate effect should money be outstanding for longer than a period of 1 month. In this event your name and contact details will need to be given to the small claims court.

Cancellation policy

A minimum of 24hrs notice of cancellation of a session must be given by you. In the absence of this, the full fee will be payable by you. If you wish to cease counselling, you may do so at any time. A payment of £80 is due upon commencement of your sessions. This includes the first session and also £40 to cover your last session, agreed upon by both parties.

Bank account details for payment advised once contract agreed.

*If you are under the influence of alcohol and /or drugs within the session it will not be possible to continue that day. This does not mean your sessions will be terminated, just that no useful work will be done that day. We will work together to arrange a re-schedule if this is deemed the most suitable course of action.*

In the event of me not being able to attend a session I will give you as much notice as possible and offer you an alternative time.

Complaints Procedure

You have the right to make a formal complaint should you have any concerns about your therapy that you are unable to resolve directly with your therapist. You can contact the BACP (British Association for Counselling and Psychotherapy) using the link below:

<https://www.bacp.co.uk/about-us/protecting-the-public/professional-conduct/how-to-complain-about-a-bacp-member/>

**PLEASE READ THIS CONTRACT CAREFULLY**

This agreement is fully understood and agreed to and is signed as stands.

Client signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Therapist signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_