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Counselling Agreement

Within the counselling service you are provided a safe, therapeutic environment in which you can talk over any issues you may be go through with a qualified professional who is trained to support you and listen. Integrative counselling offers the advantages of various therapies which allows you and your counsellor to tailor your therapy to suit your needs.

Creating the bases of good therapeutic relationship between client and therapist, allows for the best results for you during your sessions. It is essential to set and respect boundaries for this relationship to occur and be maintained, the foundations of which are set within this counselling agreement.

Sessions will last for 50 minutes and be at the same time and day each week.

Confidentiality

Anything disclosed or discuss in the sessions will be kept in the strictest confidence. Any notes made by the counsellor will be kept in a password protected file. The counsellor will not discuss the client with any third party except in the circumstances stated below.

- Seem to be in danger or at serious risk of being harmed
- The therapist is required to do so by subpoena
- The client infers involvement in or knowledge of an act of terrorism or of money laundering
- 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.

What to expect from your counsellor

You can expect to be valued and heard by your counsellor, who will hold you in the highest regard and not judge you. Your counsellor will work with you as part of an equal partnership, with the aim of assisting you better understand yourself better and achieve your therapeutic goals.

Counsellor responsibilities

- To be available at the agreed time
- To start and end on time
- To maintain safe, professional boundaries
- To regard all contact and information as confidential, unless she has reasonable doubt concerning actual safety of the client or others
- To encourage client autonomy
- To work within the BACP Ethical Framework (available upon request) including regular supervision (refer to relevant body)
- To review therapeutic work and relationship regularly
- In the unlikely event of the therapist cancelling, an alternative appointment offered ASAP

Client responsibilities

- To attend punctually
- To give a minimum of 48 hours’ notice when cancelling/changing an appointment (or the full fee becomes payable)
- To pay for sessions in advance, on time and in full
- Communicating with the therapist outside agreed counselling sessions to be limited to making, changing or cancelling an appointment unless by prior arrangement.
- 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, if prior to the agreed end date.
- To let the therapist, know if you are in or are considering entering another therapeutic relationship.
- If sessions take place via video link or telephone, the client agrees to ensure their space is without distraction and they will not be disturbed
- The client will not be under the influence of drugs or alcohol during therapy and will notify the counsellor of all medications prescribed. The client must inform the counsellor promptly if there are any changes to medications.

Contact outside of sessions

Contact between counsellor and client should only be within the agreed times. However, there are some instances where it is necessary to contact, which are listed below.

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?

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

.....

If you should need to contact the therapist to re-arrange or cancel your appointment you can do so using the above email address or telephone number, please allow 24 hours for response. **Note – this is not to be used if you feel you are in crisis, rather you should contact your GP, Mental Health Assessment Team or local A & E unit.**

Non- attendance

It is important to attend appointments regularly for therapy to be valuable. If you need to cancel or rearrange an appointment, we will require at least 48 hours’ notice. Changes to an appointment within 48 hours will not be charged, however should you cancel within less than the 48 hours’ notice agreed or fail to attend an appointment without the required notice, the full session fee will be charged. If a session has been paid for in advance and the counsellor must cancel and it is not possible to rearrange, then the full fee will be refunded.

Signed Client..... Date.....