



Counselling Contract

This Contract is to clarify what you, as the Client, can expect from me as your Counsellor and from the service I provide. It highlights some of the shared responsibilities of our counselling relationship, what you can do to make your counselling as effective as possible and it can help you make informed choices.

You will be given the opportunity to tell me what is troubling you and together we can decide whether this is what you are looking for and expect from counselling and that we match up.

Regular Contact

Counselling works best through meeting regularly and it is most effective if you attend all sessions so that we can build trust between us, this then provides a clear structure for our work together and allows you to maintain focus on the areas of your life in which we are working. I would initially look at meeting for up to 6 (six) counselling sessions. Before reaching the end, I will review and talk over with you how you feel counselling is going and whether you feel it would be beneficial to continue. We would then review on a regular basis and sessions can be open-ended.

Commitment to Counselling

There may be times when as part of your ongoing work I ask you to agree to undertaking a task or goal for you to complete between sessions. It is in your interest to commit fully to this and the steps we have agreed as this will significantly enhance the benefit to you of your counselling and add value to your developmental process.

Finishing Counselling

When the time is right for you to finish we will discuss a phased ending for our work together. It is important to allow enough time and space to discuss and plan endings as they are an integral part of the therapeutic relationship and provide the opportunity to reflect on and review what you have achieved.

You are free to withdraw from counselling at any time, however, I would ask that you give us notice of at least one session prior to this.

Cancellations

If you need to cancel an appointment for any reason please contact me as soon as possible. I do require a minimum of 48 hours notification to ensure that we can effectively offer the appointment to another person. If you fail to attend an appointment or do not give us the required notice you will be charged the full fee for the missed session.

If I need to cancel a session, I will give you as much notice as possible and offer you the next available session which is convenient to you.

Online – Video Sessions

We will set a day and time to “meet” online via Skype (which is a secure platform and provides end-to-end encryption). Virus and spyware updates are regularly undertaken on my computer so please ensure that you carry out similar safety precautions on your own computer as I cannot be responsible for security your end. Sessions will be weekly and depend on your requirements and will last up to 50 minutes.



I would ask that these sessions are in a private, quiet space for you, so that there are no interruptions and we can speak freely. If the internet cuts out, I will try to reconnect again to continue the session.

Personal Crisis Procedure

I do not provide an emergency service to clients. If you find yourself in major crisis and are considering serious self-harm it would be vital to get immediate help. Please contact your GP, nearest Accident & Emergency Department or call the Samaritans on Tel: 116 123

Keeping Records

I make brief notes following your counselling session. These session notes form part of your Client record which is kept securely and protected from unauthorised disclosure. When your counselling has ended your records will be destroyed in line with GDPR (please see the Privacy Notice attached).

Client Confidentiality

The information which you share with me and the content of your sessions is confidential. I will not pass this information to anyone else without your permission. The only exceptions are:

- If you are at risk of harm to yourself or another person/s
- If someone else connected with you may be at risk of harm
- If there is a risk of harm to a child
- When I am legally required to do so

In these situations, I would discuss my concerns with my own Counselling Supervisor to decide on an appropriate course of action and where possible share any proposed disclosure with you.

About Me

I am an Individual Member of the British Association for Counselling and Psychotherapy (BACP) and abide by their code of ethics and practice which stipulates regular Clinical Supervision with another experience counsellor to ensure that the help you receive is meeting your needs as effectively as possible. I adhere to the BACP's Ethical Framework for Good Practice in Counselling and Psychotherapy and am subject to the professional conduct procedure therein. A copy of this can be obtained via the BACP website (www.bacp.co.uk).

Fees & Payment

My charges per hour (or 50/55 mins) for individual adults (18+) are currently:

- | | |
|---|--------|
| • Initial Assessment | £35.00 |
| • Daytime 10am to 4pm | £45.00 |
| • Evening 5pm to 8pm | £50.00 |
| • Home visit (day time only)
(may incur travel expenses) | £50.00 |

My fees are reviewed annually and I will give you 4 weeks' notice of any proposed increase. Unfortunately, I would be unable to continue counselling with you if payment is not made in full prior to the session via internet banking or cash on the day.



Client Consent to Consultation

I consent to there being consultation between my Counsellor and any doctor, social worker or other health care professional for assessment to risk to myself or other person or to further enhance the level of care and support being offered.

GP Name/Address & Phone:

AGREEMENT WITH TERMS & CONDITIONS OF THIS COUNSELLING CONTRACT

I have read and understood the T&C's detailed in this Contract.

Clients Name:

Clients Signature:

Date:

Counsellors Name: Jane Gurney

Counsellors Signature:

Date:



Privacy Notice

Full Circle Counselling is committed to complying with the terms of the General Data Protection Regulation (GDPR) and to the responsible and secure use of your personal data. Full Circle Counselling has a legitimate interest in processing personal data in order to provide counselling services. The purpose of this statement is to let you know what personal information Full Circle Counselling collects and holds, why we collect this data, how long it is kept and your rights over your personal data. Full Circle Counselling is registered with the Information Commissioner's Office (ICO), reference: **A8480309**

1. Information about you

1.1 We collect personal information from you when you enquire about our counselling services to set up an initial appointment. This information includes contact details, when you are available and other relevant personal information.

Once a client finishes counselling, all data regarding their counselling is stored securely for 7 years and then destroyed.

2. Our use of this information

2.1 Your personal information will be used only to provide you with our services and to give you information relating to our services. We will not share your personal details with any other person or organisation without your knowledge and permission, unless there is a legal requirement. The only exceptions are if there is a child or adult safeguarding issue or a perceived risk of harm to you or others. Should such circumstance arise then you would be encouraged to discuss these concerns with your counsellor to ensure the appropriate course of action can be taken.

A breach of confidentiality is when a person shares information with another in circumstances where it is reasonable to expect that the information will be kept confidential.

3. Security

3.1 We will take all reasonable precautions to prevent the loss, misuse or alteration of information you give us.

3.2 Communications in connection with this service may be sent by e-mail. For ease of use and compatibility, communications will not be sent in an encrypted form unless you require it and give us permission to communicate with you in that way. E-mail, unless encrypted, is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects, we cannot bear responsibility for all communications being virus-free.

4. Your rights over your personal data

4.1 If you would like to see the information we hold about you or would like to correct, update or delete any records, please email us jane@fullcirclecounselling.co.uk.