

## Our Counselling Client Contract – Agreeing to Work Together

### I Work in a Relational, Psychodynamic, and Humanistic Practice

**Open dialogue, relationship, and trust are key to your process.** I believe that you are your own expert in whatever you bring. I offer you my counselling and process expertise, and together we discover unique insights and solutions for you - through a professional, ethical, and confidential therapeutic relationship. **Any information that you share with me is your free choice, you are under no obligation to do so.** Your commitment is usually to regular, scheduled, weekly sessions. I also offer alternative ad-hoc, longer, and intensive sessions, whenever issues or timetabling are especially difficult for you. My professional responsibility is to support you, for as long as you are a client, over the coming months or years.

### Self-Care

**It is essential for you to consider your own self-care during this time**, both in and out of your sessions. Our work is an emotional process, and your feelings may shift 'up and down'. While you are my client, I will be with you during your process. **Please also make yourself aware of any additional support needs:** including your GP, local emergency services, and self-referral walk-in clinics for psychiatric or psychological services. You may choose to end our work at any time. However, ethically, I believe that ending is significant for you, forms a key part of our work, and needs attention and preparation.

### Your Privacy & Data Protection

**I ask that you read and sign the separate Privacy Policy.** All personal information disclosed during a session will usually be confidential; however, there are some exceptions for you to be aware of:

- **You may be contacted by a person authorised by me**, administratively or if I am incapacitated.
- **In line with my professional ethics**, I undertake regular, on-going, private supervision (consultation). This is essential for professionally reviewing and monitoring our work, as well as an opportunity for me to gain new perspectives on our process. I use only non-identifying information.
- **If there is cause for concern for your safety or the safety of others**, or I am legally required to do so, I may seek consultation with another professional, such as your GP. This is very unlikely here in Switzerland, as I choose to work outside the medical model. Any such situation would be shared.

**I also ask that you do not email me with process work.** Any communication out-of-session by email/ phone should be purely administrative for arranging sessions. This helps protect your in-session privacy.

### Legal

**Our contract is bound by Swiss Law**, regardless of our working location(s), and you waive all liability and compensation rights under it. I do not write referral/confirmation letters of session content, give medical diagnoses, disorder labels, or legal opinion. I can provide a simple list of sessions & payments on request.

### Your Fees & Settlement

**Private Counselling Fees are: CHF 145 per 50 mins (Individual); CHF 195 per 80 mins (Couples).** My 'Easy Pay' policy offers **Package Discounts of 2.5% - 5.0%**, when you **Pre-pay for multiple sessions.** My 'Social Fees' policy may apply if you cannot attend weekly due to genuine financial hardship. Fees are Pre-paid electronically, to arrive in my account before your session, or Cash in-session. Pro-rata fees and expenses may be charged at my discretion for additional or excessive out-of-session time, e.g. administration, excessive session coordination/emails, Home Visits, and Intensives. **I am an 'out of network' practitioner by choice; I do not invoice or work directly with Health Insurance.**

### Cancellation and Non-Attendance

**Regularly scheduled sessions are automatically pre-booked in for you 4 calendar weeks ahead.** We agree to give each other as much advance notice as possible for foreseeable changes, e.g. Holidays. Your agreed fee is usually payable for 'non-attendance', or 'cancellations without minimum due notice': **Regular sessions, 48 hours; Ad-hoc/Couples/Longer sessions, 1 week; Home Visits/Intensives, 1 month.** If you frequently cancel sessions, then we will need to discuss this in-session. If a session is unavoidably rescheduled by me, then we will find an alternative or your fee will be waived. Ethically, I can only offer you continued support as my client when you attend your booked sessions.

### Contact Details & Preferences

Name:

Address:

Telephone:

Client Signature(s):

Place and Date:

Ian Reid Signature:

Place and Date:

Contact permitted by:

Phone: Yes  Pref

SMS: Yes  Pref

Email: Yes  Pref

Post: Yes  Pref