

## COUNSELLING CONTRACT

This contract is between Maximinding and .....

Sessions will be on .....at ....., commencing ..... Each session lasts 50 minutes.  
Full fee payable, even if you're late.

Our work's continually reviewed and should we believe counselling's no longer beneficial for you, we'll discuss this during your session. If you decide you no longer wish to continue counselling, we ask this also be discussed during your sessions. It's beneficial for all parties to ensure satisfactory closure of your counselling, therefore a final Closure Session will be required.

The fee is £..... per session, along with 50% deposit to secure future booked sessions up front, as per charges agreement. Should you have difficulty paying your fee, please discuss prior to session commencement. Fees are subject to review. Prior notification will be given to any changes.

I've read the "Cancellation of a pre-booked session" document, requiring a minimum of 72hrs notice to cancel without charge and understand my deposit will be used towards my next session. Less than 72hrs notice renders me liable for either full or part charges and my deposit non-refundable. I agree to pay a £20 deposit, 7 days in advance of all booked appointments and understand Maximinding are not bound to provide counselling on set dates/times. If we cancel, you'll be notified as soon as practicable as per agreement.

Counselling requires commitment. Failure to attend 2 consecutive sessions without notification, means you no longer require counselling, sessions will cease and you'll be invoiced missed session fees. Should there be continual cancellation and/or short notice rescheduling, you may also incur charges at full fee.

We are a registered Member of the National Counselling Society, following their Ethical Framework, details of which can be found at [www.nationalcounsellingsociety.org](http://www.nationalcounsellingsociety.org)

I understand Counselling Confidentiality exclusions:

- We'll contact your GP, the Mental Health Team or Authorities as appropriate should you tell us that you plan to harm yourself or other. (We'll endeavour to discuss this with you first).
- If we have any serious concerns about the safety of a child or vulnerable adult.
- Or you disclosure of money laundering, drug trafficking and terrorism activity.

We attend regular supervision sessions to ensure we continue working with your best interests in mind. I understand anything discussed during supervision remains confidential within the above limitations.

All documentation relating to our work together is kept securely in locked filing cabinets and we're registered with the ICO (Information Commissioners Office) for the purpose of handling your personal data. All records are kept in compliance with GDPR Act 2018 and you'll be notified in the event of a breach.

We may be unable to comply with requests to erase personal data under GDPR due to legal stipulations imposed by other statutory bodies regarding the retention of client records, however we will endeavour to comply with any written Data Access requests received within 30 days of the request being received.

Threatening behaviour will not be tolerated and sessions will be cancelled if you attend under the influence of alcohol or drugs, other than those medically prescribed. Full fees will apply.

Contact between sessions is limited to practical arrangements only (i.e. cancellations, change in circumstances). Emails and phone messages are only accessed during opening hours, therefore in the event of emergency contact your GP or appropriate Emergency Services.

In signing this form you confirm that you are legally capable of entering into a binding contract and have full authority, power and capacity to agree to this agreement as outlined above and have seen documentation to support relevant qualifications, Society membership status and policy documents.

CLIENT \_\_\_\_\_ DATE \_\_\_\_\_

COUNSELLOR \_\_\_\_\_ DATE \_\_\_\_\_