

Fife Counselling

Counselling Contract between Fife Counselling and _____

This is a mutual agreement negotiated between the Counsellor (Anna Bobak) and the Client (_____) prior to the commencement of counselling. It sets out the responsibilities of the Counsellor towards you, and your responsibilities in the counselling relationship.

Confidentiality:

This is a very important aspect of the counselling relationship. Everything we discuss in our sessions together is confidential **except:**

1. If I am required to break confidentiality by a court of law;
2. Where, in my opinion, there may be a danger to yourself or to others; and
3. For the purposes of supervision*.

*Supervision sessions allow me to gain support and guidance in my work and also to check that I am working ethically and competently. I am required to have regular supervision and to discuss my work with my supervisor. I never disclose anything that would enable you to be identified.

I keep brief notes of sessions, which are anonymised and securely stored. Your data is securely stored in accordance with GDPR 2018.

Sessions:

Sessions last for 50 minutes, and normally occur weekly at the same time and day. The whole session time belongs to you, whether you choose to attend or not, and I will be present for the entire time of the session. If you arrive part way through your allotted time, I will be able to see you for the remainder of the time. Any missed sessions will need to be paid for and it will not be possible to make these sessions up. If you miss 2 consecutive sessions without contact, I will assume that you are no longer able to attend and withdraw your name from my client base.

Fees:

Fees are based on your income and will be negotiated before we sign a contract. Payment methods will also be negotiated before the start of the therapeutic relationship. You can pay in cash or by bank transfer.

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Cancellation and Holidays:

I require 48 hours' notice of any cancellation that you need to make, otherwise the full session fee is payable.

Duration of Counselling:

The duration of counselling varies from person to person. I will work with you for as long as you need.

Endings:

I am mindful of endings and am constantly working towards creating a collaborative and mutually agreed ending.

_____ Date: _____

Signed: Counsellor

_____ Date: _____

Signed: Client

Appointment Details:

Day:

Time:

Frequency:

Agreed Fee: _____

COSCA Code of Ethics -

<http://www.cosca.org.uk/docs/Statement%20of%20Ethics%20CURRENT%20Nov%201412-08-14.pdf>

If you need to raise a complaint, you can do so through COSCA's Complaints Procedure at www.cosca.org.uk