**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. 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. If you miss 2 consecutive sessions without contact, I will assume that you are no longer able to attend and offer your session time to the next client on my waiting list.

**Fees**:

Fees are £45 per session for individuals or £55 for couples. Payment can be made in cash or by bank transfer. Session fees, paid by bank transfer, should be made on the same day as your session takes place.

**Cancellation and Holidays**:

I require 48 hours’ notice of any cancellation that you need to make, otherwise the full session fee is payable. If you are taking a break for a holiday, I ask that you pay a retainer fee of 50% of your normal rate.

**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.

Appointment Details:

Day:

Time:

Frequency:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

 Signed: Counsellor Signed: Client (1)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

 Signed: Client (2)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COSCA Code of Ethics -

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