

The Counselling Contract

This is a mutual agreement set out between the counsellor and client for our foreseeable sessions.

Counselling offer, Sessions & contact:

I offer the choice of Single session therapy, Individual short/long term counselling intervention, and Couple counselling. I utilise different aspects of counselling interventions to benefit the client as required, of which might include a person centered, psychodynamic and CBT approach. I am also trained to provide EMDR to tackle isolated traumatic events. Following an initial enquiry I offer a 15 minute consultation to discuss what you would like to get from counselling, and what issues you are seeking to resolve. I will also use this opportunity to let you know what I can offer and answer any questions you have. If agreeable to proceed I will either offer you an appt at the end of the phone call or send you an email with availability and a client form to fill in and email back to me or bring to your first session.

How the sessions work:

Face 2 Face : I will provide access to therapy room at the time of your appointment, (on occasions we work back to back appointments so if you arrive early, you may have to wait on your arrival to gain access.) My therapy room is based at Wellness Centre, HX1 2AL, - <https://maps.app.goo.gl/f243c7YecPCpmK8r5> Push buzzer A mindful foundation, on your arrival.

I will be available in the therapy room for the whole of your session but unless agreeable I will not be able to run over your allocated slot if you arrive late. Late or missed appointments without notification will be charged the full amount per session.

By Phone: I will contact you at our agreed time each week, if I am unable to get hold of you on my first try I will try once more after 5 minutes.

By Zoom: Our sessions will be set up via a calendar invite with the zoom link attached. If you don't connect with me within the first 5 minutes I will email to check the link has been received and you're able to attend the session.

For both instances: If I still can not get hold of you after the attempts, it will be your responsibility to contact me. I will only be available for the agreed time of the session, so no time will be added if you are late to a session.

Technical issues: If we have any Internet issues I will contact you via phone to complete our session. If we are unable to connect via phone we will look to rearrange the session. If both of these options aren't available you will not be charged for the session.

Cancellation:

I understand that Counselling can be challenging, testing, emotionally draining, and there can be a real unwillingness to want to attend at times, but I would ask you to make a commitment to attending regularly to keep momentum so as to allow the process to realise its potential healing optimum.

If you need to cancel a session I appreciate 24 hours notice where possible, otherwise a 50% payment of the agreed session fee will be charged where you have contacted me.

If you miss the session without notice and not contact, I will class this as a missed session and still require 100% of our agreed fee for the session.

If you miss 2 consecutive sessions without contact, I will assume that you are no longer able to attend and withdraw your space.

My commitment to you:

I may need to cancel our session on short notice; I will give you as much notice as possible before the session, will not charge you for the missed time, and I will endeavor to keep this to a minimum where possible. I will also offer a reschedule to a suitable day & time within the week to offer so the session isn't missed.

Endings:

When you feel ready to end our sessions, let me know so we can look to evaluate how far we have come and ensure an ending that feels right for you.

Right to Refuse:

Please do not attend our sessions under the influence of alcohol or any drugs. If you do, I have the right to cancel the session. I will also not tolerate any abusive or aggressive language towards myself. Whilst I encourage emotions to be explored in our sessions, if I feel your behaviour is inappropriate, and if after discussing this with you it continues, I have the right to cancel/end our sessions.

Confidentiality:

I agree to keep everything we discuss together in the sessions confidential. There are a few exceptions where I may need to break confidentiality as outlined below:

If you are deemed to be an immediate risk of harming yourself or others then I will have to break confidentiality by contacting the relevant services; though I will always try to discuss this with you first. Other reasons for breaking confidentiality are a) If terrorism related information is disclosed, b) if required by a court case, c) if there are serious concerns regarding a child's safety.

As a member of the NCS, I am required to have regular supervision and will need to discuss my work with a supervisor on a regular basis. However, I will not disclose anything that would enable you to be identified. Supervision sessions are to allow me to gain support and guidance in my work and also to check that I am working ethically and competently.

I also keep brief notes after each session, which will be anonymised and securely stored. These notes will be protected under Data Protection Act 2018 and the ICO regulations. See my Privacy Policy for more detail.

If I were to be unable to contact you or continue sessions due to severe illness or death, a colleague will contact you on my behalf. They will only have access to your name and email provided and will not know of any content of our sessions.

Ethics:

I am a member of the NCPS (# NCPS) whereby I abide their framework of ethics. I am also committed to Continuing Professional Development (CPD) and have regular supervision of my practice.

Complaints:

If you have any complaints then I would encourage you to bring these to our sessions so we can look to resolve them together. However if you feel unable to do this, you are able to turn to the BACP or NCPS for independent service through their website.

Fees:

The initial telephone assessment of is free

My guide fee for Single session therapy is £65 for 90 minutes and there after £35.00 for single session 60 minutes.

My guide fee for Ongoing individual counselling sessions is £35.00-£45:00 (£30:00 concessions/student rate) 60 minutes

My guide fee for Couple counselling is £75.00 for 90 minutes

If you feel you are unable to afford this we can discuss this in our consultation as I do have a few low cost slots available at reduced rates.

Payment:

I will send you a payment link at the end of each session and request you send payments by no later than 48 hours after the session, or by arrangement.

Contact outside of sessions (Social Media & Outdoors):

The counselling relationship is to remain professional and so I won't accept or send any personal 'friend requests' on any social networking site, as this can blur the boundaries we hold and compromise the professional and confidential nature of the counselling relationship. However, I do have professional accounts which you are free to follow.

It is not out of the realms of possibility that we could bump into each other outside of the counselling 'room'. If we were to see each other in the real world, I will not acknowledge you so as to keep our relationship confidential.

This can be trickier via Social Networking where groups, discords etc. are involved, however where possible I will limit any contact so as not to compromise the counselling relationship. If our paths do cross on any social media platform then we will discuss this in the next session.

If you do need to contact me for cancellations or alterations of our session, please use my details below. Do note I don't always have my phone to hand, so I may not reply straight away.

Phone:

Email:

If you are in a medical emergency please contact 999. In times of crisis or when feeling suicidal please contact one of the helplines below:

The Samaritans: 116 123 (24/7)

LGBT Switchboard on 0300 330 0630 (10am–10pm every day)

CALM on 0800 58 58 58 (5pm–midnight every day) Text 'Shout' to 85258 for text based support

I confirm I am in agreement with this contract.

Name: _____ **Signed:** _____ **Date:** _____

I agree to and am happy for amindfulfoundation to store (digital and paper) information as required to deliver its services to me. All information is confidential and will not be shared with a 3rd party unless absolutely required to do so as per our contracting and confidentiality clause - Refer to privacy policy for more information

Record keeping arrangements signed and accepted:-

Name: _____ **Signed:** _____ **Date:** _____