



## **Contract**

- I am an integrative counsellor & wellbeing-psychologist who is an accredited registered member of the BACP and work within their ethical framework.
- Counselling is a collaborative relationship. Therefore, any issues you wish to bring will be listened to in a non-judgemental, emphatic and congruent manner with the presence of unconditional positive regard. With this, I offer my clients a safe place to explore what you wish to with the aim to challenge negative thoughts and feeling along with enhancing self-awareness, self-worth to manage day to day life more closely to how you would like to.
- I can offer coping strategies that you may find useful, but it is your choice, as the client, to engage in a way that suits you.
- The contents of sessions are confidential between you the client and me the counsellor, although I may need to discuss the work we do during sessions with my supervisor. Supervision is an ethical requirement for all working counsellors.
- Confidentiality will only be broken by me the counsellor in extreme cases, concerning legal or ethical requirements. These are:
  1. If I the counsellor feel you are at risk to yourself or others.
  2. In the case of disclosure concerning acts of terrorism.
  3. Offences under the Children's Act.
  4. Illegal Acts involving violence, drugs or money laundering.
  - ❖ *Implications of these will be discussed in more detail if requested.*
- If counselling is part of another plan or requirement for compliance with other agencies, disclosure will be agreed in each individual case between all parties and in accordance with data protection and will be stored without your identity attached to them and separately from referral information.
- Sessions will last for 50 minutes unless otherwise agreed and will be held at a mutually convenient time and venue.
- The session fee is payable by cash on the day or bank transfer at least 48 hours before the session or - account information found below. (Unless agreed by third party EAP/Insurance)
- Session fees will be reviewed on a yearly basis – last review 01<sup>st</sup> January 2021.

- Any notes I make during or after the session will be kept in accordance with data protection and will be securely stored without your identity attached to them and separately from your information.
- Sessions along with regular reviews will be focused upon throughout the time we agree to meet for sessions. *You may end your commitment at any time.*
- We will regularly review our work and on ending complete an exit evaluation questionnaire.
- If either of us is unable to make any planned session we agree to ensure to the best of our ability that the other is informed in advance of the session. Less than 48 hours' notice will mean full session fee is payable. If you fail to attend planned sessions again the full fee will be charged. I the counsellor reserve the right to terminate sessions after two failed attempts of attendance is recorded.
- All individuals will turn up on time to sessions as sessions may not be extended to cover late arrival.
- For face to face sessions - Alternative means for session facilitation will be offered in situations that inhibit the therapist and or the client to physically attend, such as adverse weather conditions, unexpected life events or medical reasons. This will be via telephone or video call. If not taken, full fee will be charged.

Alternative session agreement:

Video call

Telephone

Same

week Re-Schedule

- I politely ask that all technology is either switched off or placed on silent during sessions.
- I do not permit any recording devices into the counselling room to include audio or visual recordings of any sessions.
- For telephone and video sessions, it is the responsibility of the client to ensure they are in an environment that is safe and allows for privacy and confidentiality to be maintained.
- Any other points may be added by agreement between counsellor and client.

I have read, understand and agree to the above.

Clients Name:

Signature:

Date:

Counsellors Name: Jayne Roberts

Signature:



Date:

**Payment details. HSBC - ACCOUNT: 62737108. Sort Code: 40-47-26. Miss Jayne Roberts.**

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