Counselling Contract for Clients Under 18 Years Old

and Parents/Guardians

Counselling Arrangements

Number of Sessions (if agreed):\_\_\_\_\_\_\_\_\_\_\_\_

Length of Sessions: 50 minutes from the time arranged.

Sessions will take place at \_\_\_\_\_\_\_\_\_\_\_ each week on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confidentiality

Counselling is most effective if a child or young person is permitted to keep their counselling relationship private. I understand that you are trusting me to work with your child and are entitled to know what the work involved and be updated on how the work is going. With this in mind, please note the following:

* Please allow your child to decide whether and how much they wish to talk with you about their sessions.
* If your child discloses something that I believe indicates risk of serious harm to themselves or others, then I will be in touch with you. (See the ‘Safeguarding’ section below.)
* Please feel free to contact me to request an update on how the sessions are going and I will then consult with your child and provide an answer or invite you in to talk with me at the end of our session with your child’s agreement.
* I check in with my clients on a regular basis to see if they are finding the work we are doing together helpful. If they are not finding it helpful, then we will bring our work to a close.
* Most of my work uses talk therapy. However, sometimes we might decide together to use other means like a sand tray and drawing materials etc.

Your child will always have the opportunity to share the work that they do if they wish and, if they would like to do this in the counselling room, with the client’s permission I will invite you into the room for the final 10 minutes of the session.

Safeguarding

As a counsellor my first responsibility is to my client. What is said during our sessions remains confidential. However, there are some limits to confidentiality:

* + As part of my commitment to working ethically I take my work to supervision sessions. Supervision is subject to the same confidentiality agreement.
  + If there appears to be risk of serious harm to your child or others, selective disclosure may be judged necessary. This would usually occur after prior consultation with your child and my supervisor.
  + There are legal limits to confidentiality, e.g. Prevention of Terrorism, Drug Trafficking Acts.
  + In a court of law, a counsellor can be required to answer questions about a client.

Written case notes made for sessions are limited in nature and kept confidential.

Other Terms of Counselling

* + Please make sure that an accompanying adult is present either in the waiting area or in their car outside until the session begins and when the session ends.
  + Please keep your mobile turned on while your child is in the session in case of emergency.

Privacy Statement

In undertaking counselling, you will be providing me with certain personal data. In so doing it is important that you are aware of and agree to the following:

* Notes are anonymous, free of identifying information, stored in a locked filing cabinet and are shredded no more than one year after counselling ends.
* This contract and other documentation that includes personal data are kept secure and in a separate location from notes which are stored digitally and encrypted.

Code of Ethics

I abide by the BACP Ethical Framework (links can be found at [www.beachcounselling.co.uk](http://www.beachcounselling.co.uk)). If you feel that I am not conducting myself in an ethical manner or have any other concerns, they are available to assist you and I would encourage you to do this if you are worried in any way. Please feel free to discuss any concerns with me, if you feel able to do so.

Cancellations

Please allow 24 hours’ notice for any cancellation to avoid incurring a fee. If you do need to cancel within 24 hours of a session, you will be charged in full. Please may I advise that no further sessions can be booked until payment from the prior session has been received. If I have to cancel a session, I will aim to provide you with at least 48 hours’ notice. If I do have to cancel the session at very short notice your next session will be free of charge. To finish counselling, please give a minimum of two sessions notice. This helps to provide a period of time to resolve any unfinished issues and to end our work together safely.

Payment

My session fees for work are £55 for sessions held in your child’s school or £50 for sessions held at Unit 6 Stadium Business Park. Fees will remain the same for the duration our work together. Please can this be paid by bank transfer, using the BACS details below, on the day of our session.

Account Name: Catherine Beach

Account Number: 33259595

Sort Code: 20-17-92

Reference: Please put your initials in the reference section of the payment.

This agreement is fully understood and agreed upon. It is signed as it stands by:

Parent/Guardian: (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Counsellor (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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