Counselling Contract

Counselling Arrangements

Number of 50-minute sessions (if agreed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sessions will take place each week on a \_\_\_\_\_\_\_\_\_\_\_ at 13 Roonagh Court, Sittingbourne, ME101QS

The Counselling Space

My counselling room at 13 Roonagh Court is a separate building at the end of the garden at my home and is accessible from the road. Free parking is available on the road right outside (beside the black double garage doors.) There are no toilet facilities in the room itself, but you would be welcome to use the toilet in my family home, which is at the other end of the garden, in case of emergency. Because there is no waiting room, I politely ask that you wait outside the rear gate until your appointment time, when I will come out and greet you.

Confidentiality

This is a very important aspect of the counselling relationship, which I take very seriously. In the vast majority of circumstances, the information you share will be kept in the strictest of confidence. However, there are a few limitations to the confidentiality I am able to provide, which are stated below:

If there is convincing evidence that you intend to harm yourself or others, I will need to break confidentiality by informing your doctor or, in serious cases, the police, emergency services or another appropriate third party. Wherever possible, and if it is considered appropriate, you will be informed of this. If you are being treated by your doctor for your mental health, it is advisable that you inform him or her about your counselling sessions. However, I will not confer with your doctor without your knowledge.

I have a legal responsibility to report disclosures relating to any of the following:

* Drug Trafficking Act 1994
* Money Laundering Regulations 2007
* Terrorism Act 2000
* Road Traffic Act
* Child Protection Offences

I have monthly supervision where I may discuss our work together. However, I will not disclose your name or anything that would enable you to be identified. Any information that my supervisor receives is also treated as confidential and subject to the same ethical criteria as counselling. Written case notes made for sessions are limited in nature and kept confidential.

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:

* This contract and other documentation that includes personal data are stored in a locked filing cabinet and in a separate location from your notes, which are anonymous, and stored digitally in an encrypted file.

You can find further information relating to the way I store your data on my website: <https://www.beachcounselling.co.uk>

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.

Social Media

I do not interact with clients, past or present, on any social media platforms and will not add clients or accept friend requests on my personal pages. I have a professional Facebook and Instagram page which clients are welcome to follow.

Contact Outside of Sessions

Contact should be kept to a minimum outside of sessions. However, if you do need to contact me to rearrange or cancel a session, please allow 24 hours for a response. I will, however, endeavour to get back to you before that time if possible.

Should you happen to meet me outside of your session please be aware that I will not greet you. This is to protect your privacy and maintain confidentiality. This is especially important if you are with other people. If you acknowledge me openly, I will respond in an appropriate, professional manner. Should we find that we are part of the same group, either social or professional, serious consideration will be given to the complications of this dual role relationship. Where appropriate, and possible, you or I will withdraw.

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.

Payment

My session fees are £55 for a 50 minute session. Fees will remain the same for the duration of our work together. Please pay this by bank transfer, using the BACS details below, on the day of our session. You may also pay by cash at the beginning of the session if that is more convenient.

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 and is signed as it stands by:

Client: (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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