**Counselling Contract**

This is a contract between Sue Cook, counsellor, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, client.

**Client details:**

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation / school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.O.B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GP Details: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency contact telephone number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Frequency and duration of counselling**:

The duration of the counselling will depend on the type of difficulty or problem the client is facing. Some people prefer to work with an open contract, whereas other people prefer to work with a fixed number of sessions followed by a review. In all cases, every six sessions the counsellor and client will review the therapeutic process together. This helps to assess whether the client’s needs are being met and, this will also help (if required) to carry out the necessary adjustments and/or establish new goals for the process.

**Payment:**

The cost of a counselling session is £40 for a 50 minute session. A counselling hour is generally regarded as 50 minutes allowing the counsellor 10 minutes to write up any notes they feel necessary after the client leaves.

**Cancellation Policy**:

Cancellation by the client of sessions with less than 48 hours’ notice will incur the full fee except in exceptional circumstances. I will always aim to give the client as much notice as possible of any holidays, training workshops, conferences or illness that might prevent me from being available at the time/day of the scheduled session. In such cases I will always aim to offer an alternative arrangement.

**Confidentiality:**

Your counselling sessions are confidential. No one else needs to know you are having counselling. I will not disclose what we talk about in sessions to anyone. If you are a young person and your parents are paying for your counselling they may ask me how you are getting on. I would only let them know that I feel counselling is going well or perhaps that it’s not so well unless you have given me permission to share something with them.

The only time I would have to break confidentiality when working with adults and young people is:

1. If you, or someone you tell me about, is at serious risk of harm. I would want to try to ensure you stay safe and would need to contact someone.

2. Where I cannot contact you but suspect you are in danger.

3. Where there is a legal requirement to disclose information. This could be because it has been ordered by a court, or because the law requires, for example under the Terrorism Act 2000 or the Drug Trafficking Offences Act 1986, for information to be passed on without consent.

In the first and second of these cases, I would attempt to talk this through with you beforehand if possible.

**Supervision**

All counsellors have to have monthly supervision. As part of my professional standards, from time to time I will talk to my clinical supervisor about how I am working with you. I would only use your first name so my supervisor would not be able to identify you. She checks to see that I am working safely and ethically with you. This is always done under a strict confidential and professional framework.

**Notes and Record Keeping**:

My policy is to keep minimum notes and records. Any information I do keep is stored securely in a locked cabinet. The information I do store includes:

• Personal information documented on this agreement

• Brief background information that might be relevant to the counselling process

• A brief account of the main themes of each session

You can request in writing to see the information I hold on you. If you have any concerns about my policy on confidentiality and note-keeping, you're welcome to discuss it fully with me.

**Influence of alcohol or substances:**

Sessions will not take place if the client is under the influence of any misuse of alcohol or substances.

**Complaints**: I am a registered counsellor with the British Association for Counselling and Psychotherapy (BACP) whose ethical framework I am obliged to adhere to.

**Signatures**

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

**Client name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Client 2 or parent name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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