

## COUNSELLING CONTRACT

### **1. Session Times and Frequency**

We will meet once ..... , on ..... at ..... and each session will last 50 minutes. All sessions will be held at and in:-

#### **Affirm Counselling**

**24 Buxton Road**

**Brighton**

**BN1 5DE**

**Telephone: 01273 554132**

**Mobile: 077199 26912 Home 01273 507130**

the agreed time will be yours, unless circumstances outside my or your control make it necessary for us to review this, for the duration of the contract. If you should be late for a session, I will be there for the duration of the session, if I have not heard from you, but I will not work beyond the end of the agreed session. It would be helpful if you could call me to let me know you will be late or unable to come to a session.

Our sessions will be based upon a ten weekly reviewing/rolling cycle. At each review we will discuss progress and evaluate and identify the need for further Counselling and if needs be, address issues to work with in the following sessions.

### **2: Fees**

We have agreed that my fees will be ----- per session.

My charges will be reviewed each year and I will give at least one month's notice of any increase. Payment will be either two weeks in advance with an invoice, or payments are due at the session in cash or cheque. Cash is preferred.

### **3: Contact outside of sessions**

The telephone numbers I have provided you with are for use in the case of cancellations, alterations or in case of emergency.

I understand there are times when contact may be required outside booked session times, I strongly advise that the number I have provided is not manned and messages will only be picked up on an irregular basis throughout the day, therefore and in extremis you are advised to call for medical help/advice, I will however reply to all messages as soon as possible.

We shall not meet and or have contact outside of the Counselling relationship I shall not otherwise or in other public places make contact with you or recognise you, i.e. I shall not recognise you in a public place. Our Counselling relationship will remain a professional Counselling relationship the boundaries of our engagement are and have been clearly discussed during our initial meeting, and are to be enforced equally by you (the client) and by me (the counsellor).

#### **4: Commitment**

At times Counselling can be very demanding, frustrating, emotional - plain difficult, and there can be a real reluctance to attend. I would ask you to make a firm commitment to attending regularly and keeping absences to a minimum, too many gaps will slow down the progress of our Counselling work. Of course reasonable holidays (2 - 3 weeks) within the course of 6 months are to be expected.

#### **5: Supervision**

It is a requirement for all accredited members of the British Association of Counselling to be in paid for, monthly supervision and to undertake on-going training and self-development. All qualified accredited members of the BACP take this commitment seriously and commit to adding to their training hours each year.

#### **6: Confidentiality and the limits of confidentiality**

The content of our sessions is confidential to you the client and to me the counsellor, although I will need to discuss our work together with my supervisor. This is standard practice and helps me to work as well as I can with you. In this process your identity is not revealed. My supervisor is bound by the BACP and UKCP's Ethical framework for good practice.

In exceptional circumstances, where I am concerned for your well being, or that of others, I may find it necessary to seek help outside the Counselling relationship; I would always and in the first instance seek to gain your agreement to this. You have given me details of your doctor, but I would not communicate with him or her without a full discussion with you first. I would however expect you to tell me about any medication you may be given and about any 'other help' you may receive during our therapeutic engagement.

In the case of a disclosure concerning acts of terrorism under the terrorism act, or acts specific to the children's act, confidentiality will be broken and such disclosures will be passed onto the relevant authority without delay as I would be liable to civil or court procedure if information was not disclosed.

I may make brief notes after each session these will be kept in accordance with the Data Protection act (1998). These are purely to help me in my work with you, they are disclosed to no one other than and if necessary to my clinical supervisor. These notes will be securely stored, and there will be no way that you can be identified from them. Any notes will be destroyed after a period of one year.

For the purpose of further accreditation and continuing professional development, I may submit written or taped material of some sessions for evaluation (with your consent). Any such written material will be disguised to protect your identity and will only be reviewed by clinicians bound by a suitable Code of Ethics.

## **7: Holidays and Cancellations**

I take several weeks' holiday per year; I will let you know of these dates well in advance. There may also be occasions when I cannot give you your session because of illness or because of attending training sessions or meetings etc., I will try to give you as much notice as possible of any cancellation, and I will offer an alternative time. If I fail to attend a meeting for any reason I will offer a free session as recompense.

If a cancellation on your side does become necessary those cancelled 5 days in advance will not incur any charge. *If you are unable to attend on the day and have not given notice then the full fee is payable.* If you cannot make a session I will make every effort to fit you in another time that week. If you have on-going sickness (provided you have cancelled the sessions) these will not be chargeable. If you wish me to keep the session open for you and need to take a longer break I can do this for you but the sessions would have to be paid for.

## **8: Endings**

In the normal course of events you will probably know when you are ready to finish Counselling, and we will agree together on the work we need to do to prepare for this. You may at times find Counselling very difficult, become distressed and feel the need to end. I would ask you come and talk to me about these difficulties rather than suddenly ending, as this could well deprive us of the chance of resolving important issues.

I will not suddenly or without warning terminate our contract, except in exceptional circumstances, which would become clear in the course of the/our work together, which we would fully discuss at that time.

## **9: Ethics and code of conduct**

I am a member of the BACP and work within the ethical framework for good practice in Counselling and Psychotherapy, as laid down by the BACP. A copy of the ethical framework for good practice in Counselling and Psychotherapy can be found on the BACP's web site at [http://www.bacp.co.uk/ethical\\_framework](http://www.bacp.co.uk/ethical_framework).

## **10: Right to refuse**

Please do not turn up under the influence of drug or drink as I may not be able to see you and have the right to refuse admission. The premises are non smoking.

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### **Counsellors & Clients consent**

I ..... agree to undertake  
Counselling in accordance with the terms outlined above.

Client's signature: .....

I, Francesca Bennett agree to provide a Counselling service in accordance with the terms outlined above

Counsellor's signature: ..... Dated:.....