

# Counselling Agreement

I offer a response to those in need of counselling regardless of faith, race, age, gender, disability or sexuality. I work within the Ethical Frameworks the British Association of Counselling and Psychotherapy (BACP) and the UKCP and I am registered as an *Individual Member* with the BACP.

## Confidentiality

1. The information divulged by you during the counselling process will be treated as confidential, however:
  - a. Written notes of the counselling sessions will be made by me usually after each session and used as an aide memoire. These notes are kept in a file with a number on it and not your name. I will not write your name in the notes. The file is locked away securely after each session.
  - b. I receive supervision on a regular basis with an external supervisor. An external supervisor would need to know some details in order to advise and support me, and such information will only be discussed without identifying you as the client.
  - c. You, the client give consent under the Data Protection Act 2018 to record personal information about you.

## Exceptions to confidentiality

2. There are some circumstances when I may need to break confidentiality:
  - a. If you disclose information that causes me to believe there is a risk of serious harm to any child, adult or the general public, it is highly likely I would need to breach confidentiality. If this was the case, I would always discuss it with you first, providing it was legal and ethical to do so, and would support you through this process.
  - b. If I consider that you are intending to take your own life, then I would discuss with you the need for you to inform your GP whilst you are present. In some cases, I may need to take advice from my supervisor where there are serious concerns about your safety, and as a result may contact your GP or other emergency services without your consent. You will always be informed that I intend to do this.
  - c. It is a legal requirement upon me to disclose information on activities of money laundering, or acts of terrorism. If you make such a disclosure, I will tell the police without informing you that I am going to do so.
  - d. I may have been issued a subpoena by the courts in which case information would have to be released.

- e. You, the client, may request that your information is shared. Such requests should be discussed with me and a signed agreement will be drawn up authorizing the release of the information and releasing me of responsibility for confidentiality.

If you need clarification or are unsure then we need to discuss this in session before you disclose information that might be damaging to you.

### **Attendance**

It is expected that you are able to commit to attending weekly for appointments (exceptions to this can be arranged). If your attendance becomes irregular, I may have to ask you to stop until such a time as you are able to attend regularly.

### **Cancellation policy**

There are financial issues associated with being unable to attend as the time and the room is held for you. Therefore I ask that:

- If you give more than 1 days' notice then there is no cost
- If you only give 24hrs notice then I ask you to pay half the fee (e.g. £20.00)
- If you only give notice the same day then I ask for the full fee

If giving 24hrs notice or less please inform me by phone i.e. text or voice message

### **Complaints**

In the event of any difficulties arising during the period of your counselling, please contact me in the first instance and if you are still not satisfied you need to contact BACP complaints

By signing below, you are confirming that you have received this information and are happy to continue to counselling/psychotherapy sessions.

Agreed fee per session: £

Signed (client): ..... Print name.....

Date.....