

# COUNSELLING AGREEMENT

Please read the following information carefully before signing below. If there is anything that you are unsure of please ask before signing:

## CONFIDENTIALITY

Everything we discuss in our sessions together is confidential except:

1. for the purposes of supervision
2. where, in my opinion, there may be a danger to yourself or to others

Supervision sessions are to allow me to gain support and guidance in my work and also to check that I am working ethically and competently. When I discuss the work that I am doing with you, I will only refer to you by your first name (if this felt okay for you, otherwise we could find an alternative) and any other distinguishing details will be altered to keep your identity anonymous.

## FREQUENCY, CANCELLATION AND LENGTH OF SESSIONS

Sessions are 60 minutes long, but you are free to leave whenever you want. We would normally meet weekly. We will review the work that we are doing on the sixth session, giving us both a chance to assess how the relationship is working out. If you did decide to stop coming for counselling I would like to be told and, if possible, for us to have an ending session.

I will require 48 hours notice in advance if you can't make a session, or as soon as possible in exceptional circumstances. I will follow the same procedure if I need to cancel a session too. It is fine to leave a message on the answer phone if you need to cancel as this is checked regularly. A full fee is payable if a session is missed without prior notice.

## LIMITS FOR COUNSELLING:

It is not okay to attend counselling sessions whilst under the influence of drink or drugs or to harm your self in any way during the sessions. I would need to be informed if you are prescribed any medication.

We do not usually work with a client who is seeing another therapist, if you did see someone else this is something that I would need to know about and that we could discuss it.

## CODE OF ETHICS AND COMPLAINTS PROCEDURE:

I am fully accredited and work within the BACP code of ethics. This is to ensure that you receive a good service and means that I am accountable to a higher national organisation and must work within their guidelines. They have their own complaints procedure. Copies of this are available on request.

## AGREEMENT

I have read and understood the above information and agree to the conditions for counselling as made clear to me.

Signed.....

Date.....