

Counselling Agreement

Name of Counsellor: **DOMINIC QUINN** Name of Client: _____

BACP Registered & Accredited: **# 085291** Date: _____

I am a registered member of the BACP (British Association for Counselling and Psychotherapy) and I work to their Ethical Framework for Good Practice and am bound by their Code of Ethics and Practice, a copy of which can be made available or found at www.bacp.co.uk/ethical_framework/. I am also subject to the BACP complaints procedure.

My training is within the Person Centred Approach – what this means is that I aim to offer a warm and understanding environment in which you can discuss concerns and issues about your life. It is an opportunity for you to make sense of your life and experiences and to develop self-awareness.

The Person Centred approach means that I will not advise you or tell you what to do (unless the session involves practical advice which you specifically asked for and which I am able to offer). But I do aim to be alongside you, in a very attentive and immediate way whilst you make your own discoveries. I can also offer a CBT based approach, if we both agree that it could be beneficial.

I endeavour to create a safe space and a genuine, warm and accepting relationship where you are free to explore thoughts and feelings without fear of judgment. I believe that the relationship between the client and the counsellor is pivotal in helping to facilitate this and has the potential to allow a person the freedom to make choices that are right for them.

First Meeting

Our first meeting is to help us discuss whether you want to start counselling with me and whether I am the best person to help you or whether another person or agency would be better suited to you. We discuss how counselling might help you and the issues which you might want to begin to talk about so that we can agree, between us, on a way of working, bearing in mind my person centred approach and the reasons that might bring you to counselling. The first 30 minutes of this meeting is uncharged.

Confidentiality and records

The contents of the sessions are confidential to you and me. I will need to discuss our work with my supervisor as part of the BACP guidelines, but I will not identify you by name when I discuss our work together.

If we discover there is a need to communicate with other professionals, this will only proceed after I have sought your permission and knowledge of what may be discussed. I make brief notes after each session as this helps me to monitor my work, continue to learn and is required by the professional body BACP. You will not be identified from these records and they are securely stored. If I believe you may cause serious physical harm to yourself or another person then I may not be able to retain confidentiality. Confidentiality would also be broken in the event of a breach of national security or if required by law.

Data Protection

Your personal details (name, address, telephone number, email etc) will be kept securely, for the purpose of arranging appointments. Session notes will also be kept securely in a password protected electronic format (separate from your contact details), for the purpose of monitoring the therapeutic process and providing the best service to you.

When these records are no longer required, they will be deleted.

Your details will not normally be shared with anyone except the counsellor’s supervisor, or your GP (in emergencies), though they may be requisitioned by a court of law.

You have a right to ask to see your records. Such a request would need to be made in writing.

Please sign to confirm that you consent to your data being stored and processed as explained above.

Signed: _____

Date: _____

Payment

The payment structure is on the current website www.lakestherapy.co.uk Payment for individual sessions are to be made within a week of the session being completed. To qualify for the pre-payment reduction the payment is to be made before the first session. Sessions cancelled or not attended with less than 24 hours’ notice are charged at half standard rate.

Sessions and themes

Sessions will be for 60 minutes every (to be agreed). It is agreed that our sessions will begin on time. A session which begins after this time cannot be extended beyond the finishing time. Counselling cannot take place whilst a client is under the influence of non-prescribed drugs, including alcohol. If you threaten, or cause, damage to premises or a person then counselling will be stopped immediately.

Cancellation

If you wish to cancel a session 48 hrs notice is needed unless due to illness in which case if you could call, it would enable me to rebook the counselling room.

If you wish to cease counselling, you may do so at any time, but I would encourage you to attend one session to enable you to have a proper ending.

If I need to cancel your session due to illness, I will give you as much notice as possible and offer you an alternative time.

PLEASE READ THIS CONTRACT CAREFULLY

Check it is what we have agreed together today. If you wish to negotiate any changes I will be happy to do so. I have read and understood the above information and agree to the conditions for therapy as made clear to me.

NAME: Dominic Quinn

NAME:

SIGNED:

SIGNED:

DATE:

DATE:

