

Counselling Agreement

I am a qualified Counsellor and a member of the National Counselling and Psychotherapy Society (NCPS). I am bound by and committed to their ethical framework and code of conduct, available via their website www.ncps.com

Counselling provides a safe space for you to explore your thoughts and feelings. As your Counsellor I will not direct or advise, my role is to accompany you and help you to discover solutions for yourself.

Counselling sessions

- Sessions are 50 minutes duration. We have agreed these will be on _____ at _____ am/pm and will continue to be at the same time and day unless we agree otherwise.
- We have agreed to _____ sessions. We will review progress and further sessions may be agreed if required.
- Sessions will begin promptly and if you are late, it will not be possible to extend the session.
- We have agreed a fee of £__ per session. This is payable in advance, ideally 24 hours before the session.
- If you do need to cancel, please provide as much notice as possible and a minimum of 24 hours notice. Please email me at: info@pathfinder-counselling.co.uk or text me on 07_____. I will do my best to offer an alternative appointment but if this is not possible the full fee will be charged as a missed appointment.
- The full session fee is payable for cancellation less than 24 hours prior to the appointment or failure to turn up.
- If I need to cancel a session due to illness or unforeseen circumstance, I will endeavour to give you as much notice as possible. I will also where possible and if practical offer an alternative appointment time/day.

Privacy & Confidentiality

- This is a professional relationship; we will not have contact outside these sessions except to cancel or change an appointment.
- If we do happen to see each other outside these sessions, I will not acknowledge you. If you do acknowledge me, I will only briefly respond in a professional manner. This is to protect your privacy and maintain confidentiality.
- I ask that you do not attend a session under the influence of alcohol or drugs, and if you do, I will not be able to work with you in that session.
- I will encourage you to fully engage with and express your emotions during the sessions, but I will not tolerate aggressions of any kind towards me or my property.
- Often, counselling can initially make us feel worse before starting to feel better. If this should happen, please raise it with me rather than be tempted to stop attending sessions. We can then work to resolve any distress you are experiencing at that time.

- Confidentiality is an essential aspect of our counselling relationship. Everything and anything discussed in our sessions are kept in the strictest confidence.
- As part of my professional standards, I am required to undergo regular supervision, during which I discuss my work. From time to time, I may need to discuss our work. However, during these discussions, I do not use your name or reveal any other information which may identify you.
- Limits to Confidentiality
 - I am obliged by law to break confidentiality should I receive information related to acts of terrorism, drug trafficking, or money laundering or if I am served a court order to do so.
 - If I believe that you or others are at risk of harm, I may also feel it necessary to break confidentiality. However, in this case, I would typically discuss it with you first.

Notes and record keeping

- I do keep brief anonymised notes of our sessions. I keep these for seven years after we stop meeting, after which they are destroyed.
- I keep records of your name, address, contact details, GP details and this signed contract.
- You can request to see any notes or information held about you.

Complaints

- If you have a complaint that we cannot resolve between us, the NCPS has a complaints procedure which can be found on their website www.ncps.com

EXAMPLE

Client Signature.....

Date:

Counsellor Signature.....

Date: