

## **Counselling Agreement**

For the safety and benefit of both the client and the counsellor, each will be required to sign a copy of the Counselling Agreement prior to the commencement of counselling. This agreement will be discussed before signing, and you will have the opportunity to clarify any points or ask any questions you may have.

- 1) **Counselling Session:** Counselling sessions will be 50-60 minutes, weekly. We will contract initially to have six sessions, which may be extended subject to review.
- 2) **Charges:** Counselling sessions are charged at £30 (unless a concessionary charge has been agreed, for example due to low household income). This should be paid at the start of each session (cash or cheque to 'B C Scudds') and a receipt will be given. If you are unable to attend, at least 7 days notice is required via telephone, voicemail, text message or e-mail. Messages will be confirmed upon receipt. If inadequate notice is given, you may be required to pay in full for the missed session. If there is repeated late cancellation, the counsellor may feel it appropriate to terminate counselling.
- 3) **Confidentiality:**
  - a) All issues discussed with your counsellor will be treated in confidence and will not be discussed with anyone without your consent. There are certain circumstances where a counsellor is legally bound to break confidentiality. These relate to the Terrorism Act 2000; Drug Trafficking Act 1994, Proceeds of Crime Act 2002 or Money Laundering Regulations 2007; Children Act 1989 and Children Act 2004. In addition, counsellors may break confidentiality where there is significant risk of harm to the client or a third party. In very exceptional circumstances, notes may be subpoenaed by a court.
  - b) The counsellor maintains written and audio records of the sessions to assist with review and supervision. These are kept securely, either in digital or hard copy. You may make a written request to look at the notes or listen to the recordings if you so wish. At any time during any session, you may request for the audio recording to be paused/stopped.
  - c) Confidentiality will continue after your sessions come to an end. Notes will be kept for 3 years and audio recordings for 12 months from the last session and will then be securely destroyed.
- 4) **Supervision:** The counsellor receives regular supervision, where she may wish to receive guidance regarding her work with you, but your identity will remain confidential.
- 5) **Code of Ethics:** The counsellor is a member of The National Counselling Society and Association of Christian Counsellors and abides by their ethical guidelines. These can be seen if requested.
- 6) **Complaints:** If you have a complaint about your experience of counselling, please speak to the counsellor initially. If you feel unable to do this, or are not satisfied after doing so, please contact The National Counselling Society or Association of Christian Counsellors directly.