



# Counselling Contract

This contract outlines the professional agreement between the counsellor and the client. It is designed to ensure a safe, confidential, and professional therapeutic relationship and to ensure we are working within ethical guidelines. Please read it carefully and feel free to ask any questions you may have.

I am a pluralistic counsellor with a Person-Centred Core. This means that you as the client will guide the pace of the therapy and I will bring together relevant theories and tools from various schools of psychotherapy to ensure we work in the best way for you, the client. Above all, I will provide a non-judgemental safe place to listen to you.

## 1. Confidentiality

All sessions and any information shared are strictly confidential. There are a few exceptions to this rule, which are required for ethical and legal reasons:

- **Supervision:** Counsellors are required to have regular professional supervision to ensure they are working ethically and safely. During supervision, I may discuss aspects of your case, but your identity will remain anonymous.
- **Serious Risk of Harm:** If I believe you are at serious risk of harming yourself or others, or if a child is at risk of abuse, I am ethically and legally bound to break confidentiality to ensure safety. This would be done in consultation with you wherever possible.
- **Legal Obligation:** Following a disclosure of serious criminal activity such as, terrorism, drug trafficking or money laundering. Also if I am ordered by a court of law to provide information, I must comply.
- **Records:** I will keep confidential records of our sessions securely in a password-protected and anonymised online system. Confidentiality applies to all records in accordance with the Data Protection Act.

## 2. Appointments and Cancellations

- **Session Frequency and Length:** Each session will last for 50 minutes and the amount of sessions will be discussed at the start of counselling and reviewed every 6 weeks to ensure you are getting what you need from the counselling.
- **Cancellations:** If you need to cancel a session, please give at least **24 hours' notice**. If you cancel with less than 24 hours' notice, the full session fee will be charged. In the unlikely event that I need to cancel a session I will also provide you with at least 24 hours notice wherever possible, unless there is an emergency situation.
- **Lateness:** If you are late for a session, the session will still end at the scheduled time. If you are over 15 minutes late the session will not proceed as it wouldn't be ethical to begin the session.
- It is the client's responsibility to inform the counsellor of any health issues that may affect participation in a walk & talk session. These sessions are risk assessed.



## 3. Fees and Payment

- **Session Fee:** The fee for each session is £55 for in-person therapy, Walk & Talk and Outdoor Therapy and £50 for online therapy.
- **Payment:** Payment is due **24 hours prior to the session** and can be made via bank transfer. 6 sessions can be booked in advance at a reduced price of £300 for in-person therapy, Walk & Talk and Outdoor Therapy and £275 for online therapy.

## 4. Ethical Framework

My practice is guided by the ethical principles and guidelines of the British Association for Counselling and Psychotherapy (BACP). If you do need to make a complaint please contact the BACP using my membership number below.

## 5. Professional Boundaries

- **Counselling Relationship:** The counselling relationship is professional, not social or personal.
- **Public Spaces:** To protect client confidentiality and maintain professional boundaries, the counsellor will not acknowledge or greet the client outside of sessions, unless the client initiates acknowledgment first. This avoids drawing attention to the counselling relationship in public spaces.
- **Contact Outside Sessions:** No contact should be required between sessions other than to change the session date or time. For routine matters like changing an appointment time, please contact me through **WhatsApp on 07356 280 434** or email at **mindwellcr@gmail.com**. Please be aware that I cannot offer emergency support. If you are in a crisis, or experiencing thoughts of serious self harm, it is very important that you seek immediate help. Please contact **Samaritans at 08457 90 90 90** or visit [www.samaritans.org](http://www.samaritans.org), go to your nearest A&E department, your GP, a local crisis line, or emergency services on 999.

## 6. Duration of Counselling

The duration of our work together can be open-ended or for a fixed number of sessions, depending on what you would like to achieve. We will regularly review our progress to ensure you are getting what you need from therapy.

## 7. Technology for Online Work

- We both agree not to make recordings of sessions conducted by phone or video call.
- To help keep our sessions confidential, please find a private, quiet space where you won't be disturbed or overheard. If you are confident that you cannot be overheard, you are more likely to feel comfortable and engaged in the session. Please also ensure that any vulnerable members of your household for whom you have responsibility have appropriate care and supervision during this time.
- The content of our sessions, including anything shared through email must remain private and must not be shared with third parties. This includes posting on social media, blogs or any other public platforms.



- If we lose connection due to technical issues, I will make every effort to reconnect. If that's not possible, I will get in touch by phone, WhatsApp or email to either continue the session or arrange a new time to meet.
- If someone enters the room at either end of the call the session will be paused until confidentiality can be reestablished.
- I will require details of an emergency contact to ensure client safety in the event of the client being taken ill on the video call.

## 8. Agreement

By signing below, you acknowledge that you have read and understood the terms of this counselling contract and agree to abide by them.

**Client Name:** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Counsellor Name:** \_\_\_\_\_

**Counsellor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 9. Emergency Contact Details

**Name:** \_\_\_\_\_

**Relationship to Client:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

## 10. Medical Details

**GP Practice Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Medical Conditions:** \_\_\_\_\_

\_\_\_\_\_

**Medications Currently Taking:** \_\_\_\_\_

\_\_\_\_\_

NB. These details are destroyed when counselling ends. They are kept in accordance with GDPR.