

WORKING AGREEMENT FOR COUNSELLING/COACHING SESSIONS

The aim of this working agreement is to advise you of how I offer Counselling or coaching sessions. I hope to highlight the issues you need to be aware of to enable you to make an informed choice. If you agree with this information, please fill in your name, address and sign the section at the end of this agreement.

I would propose an initial 6 sessions, although more may be required. This can be reviewed at or prior to the 6th session.

Confidentiality

Sessions are confidential between the counsellor and the client. The exceptions to this are:

- I attend ongoing counselling supervision. This is in place to assist me to monitor all aspects of my work to ensure that I am working in an ethical manner. If I choose to discuss my client work, I will use first name only, excluding any information that makes their identity known.
- In extreme cases confidentiality may be broken where there may be a risk of serious harm to oneself or others. For this reason, I will ask you to provide your G.P details (below) for use in emergencies. If this matter was to arise, I would do my best to discuss this with you in advance. In the event that I need to contact you, your returning this form to me alongside your signature indicates that you have consented to my doing so. In the event of an emergency where I am concerned for your wellbeing, your signature below indicates that, if appropriate, I have your consent to contact your next of kin.

This action is highly unlikely to occur but essential if the client's needs require additional support outside the counselling or coaching relationship.

- If I or my notes on your sessions are subpoenaed by a court of law.

Length and duration of sessions

The time limit to the duration of the counselling sessions is 50 minutes (60 minutes if you are a Headstuff client) and the sessions are weekly and where possible, on the same day and at the same time. The contract may last from 6 weeks to 1 year or be agreed as open-ended. I would like to have one week's notice so that we can discuss and come to an appropriate ending. I would appreciate you arriving on time as I do not have a waiting room, although currently all sessions are online.

Cancellation of sessions

Please give 24 hours' notice of cancellation otherwise the full amount is chargeable. It may be possible to negotiate a later time on the same day or on an alternative day, depending on availability and I will not charge in such a case. I will give as much notice as possible if I have to change our arrangements or am going on holiday.

Payment of fees for sessions

- My fee per session is currently £50 per individual session (50min)
- I reserve the right to increase my fees, not more than once annually and notice of three months will be given.

- Payment to be made in advance please, either by cash, cheque or bank transfer – details will be provided.

For any cancelled sessions if there is an outstanding fee due, no further sessions can be booked until the outstanding balance has been settled.

- If you arrive for a session under the influence of non-prescribed drugs or alcohol, I reserve the right to cancel the session. The fee for the session will still apply in these circumstances.

Professional membership of NCPS and Ethical Framework for Good Practice.

I am a counsellor and coach and am a member of NCPS (National Counselling and Psychotherapy Society) and am bound by their Code of Ethics and practice and Complaints Procedure.

Anti-discriminatory Practice

I aim to provide a service which is anti-discriminatory in nature and endeavour to ensure this commitment is reflected in the counselling process.

Insurance

I carry professional liability insurance cover which includes my counselling and coaching practice.

Other

If we meet outside the session, I will wait for you to acknowledge me first. If you are comfortable with acknowledging me then I will be happy to say hello. If not I will respect your confidentiality. If any contact outside the session causes any concern I would ask that you immediately bring it to the next session.

Working Agreement.

Name (please print).....

Address (please print).....

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Telephone Numbers:

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G.P Name:

G.P Address:

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G.P Telephone No:

I am satisfied with all the information given and can agree to work with this therapist within the requirements of the agreement.

I agree that my counsellor can contact myself via text, phone or email and accept that circumstances could require that she contacts my GP or emergency contact.

Date:

Signature of client :

Date

Signature of counsellor:

Date