

Counselling Agreement

Between

'Counsellor '

Dilnia Horton whose address is [41 Abbeville Road,
London SW4 9JX] and [28 Emba Street SE16 4PL]

'Client' (*name and address*)

The Client confirms that I have read and agree the following terms and conditions, (which are incorporated in this Agreement) and which have been designed to provide me with a professional and confidential counselling service.

I accept that if I miss 2 consecutive appointments, you are entitled to give my appointment times to someone else.

Agreed appointment details:

Signed Client:

Signed Counsellor:

Date:

..... 2020

Terms and Conditions

1. Confidentiality

All sessions will be conducted in strictest confidence and this confidence will be maintained and applied to all records, except in the following circumstances:

- 1.1 Where the Client gives consent for the confidence to be broken;
- 1.2 Where the Counsellor is compelled to do so by an Order of a Court;
- 1.3 Where the Counsellor reasonably considers that the information is of such gravity that confidentiality cannot be maintained;

1.4 Where the Counsellor reasonably considers that there is a risk of serious harm to the Client, the Counsellor or others.

2. Sessions

2.1 Sessions will last fifty minutes. Six sessions are needed as a starting point, then the counsellor will discuss whether it needs more sessions to extend. There will be a regular review of the requirement and progress of the counselling sessions by the Counsellor with the Client.

2.2 Due to the nature of the counselling and matters to be discussed the Client accepts that children, dogs (other than guide dogs) or third persons will not be allowed into the counselling sessions (unless exceptionally it is otherwise agreed).

2.3 The Client accepts that they may not smoke, drink alcohol or take illegal drugs in any building where the counselling session takes place. If the Counsellor judges that the Client is under the influence of alcohol or drugs at the time of the counselling session, the session may be cancelled or discontinued (and in that event the session fee will still be payable).

2.4 Clients must be prompt in attending each session and a session will not be extended beyond the agreed time unless there are exceptional circumstances. In the event that less than the full session time is available for counselling the full session fees shall still be payable.

2.5 Threatening or intimidatory behaviour is not acceptable under any circumstance and the Counsellor may discontinue a session in the event that she reasonably considers herself to be at risk.

3. Records

A brief record of the contents of the session will be kept. However, the Client will not be identified in these records. These records are kept secure and will be securely destroyed after 7 years. The Client consents to the processing of personal data for all reasonable purposes in connection with the provision of counselling.

4. Code of Ethics

According to the Counselling Code of Ethics, the Counsellor is required by her professional body to undertake supervision. Although client issues are discussed within supervision, confidentiality is maintained and the Client's identity will not be revealed. The counsellor is working within the [British Association for Counsellor & Psychotherapy] Code of Ethics and Practice.

5. Appointments

5.1 The Client must notify the Counsellor promptly if they decide to make permanent alternative arrangements.

5.2 The Client must give as much notice as possible if they are unable to keep an appointment, and in any event not less than **48 hours** before the session. If the Client misses two appointments, the Counsellor may terminate this Agreement and / or allocate your appointment times to another client.

5.3 Any planned absences such as known unavailability or holidays should be agreed with the Counsellor at the outset of the planned programme of counselling sessions.

6. Fees

6.1 The Client must pay a fee for each session of £[65.00]. The fee is payable at the start of each session by cheque or cash or alternatively prior to the session by BACS transfer to Lloyds Bank, Sort Code: 30-93-73, account number 28419868.

6.2 The Client shall, in addition, pay by way of deposit, on or before the commencement of the first session, an amount equal to one session fee and the deposit will be returned within 10 days of the completion of the final counselling session, except that the deposit may be retained by the Counsellor and not returned to the Client in the event that any fee due under this agreement (including a fee for late cancellation) is not paid by the due date. If the deposit is retained a further deposit shall be paid by the Client prior to the recommencement of the counselling sessions.

6.3 The fee for the session shall still be payable in the event that:

- (a) the Client fails to attend a planned session;
- (b) the Client fails to give notice of cancellation of a planned session;
- (c) the Client gives less than 14 days notice of cancellation of a planned session;
or
- (d) in any other circumstance set out in this Agreement.

6.3 The session fee payable shall be reviewed at the end of each period of six months, but any increase in the fee shall be agreed with the Client. Either the Counsellor or the Client may terminate the counselling arrangements in the event that they do not agree on any increase in the fee.

7. General Provisions

7.1 If you are at any time not satisfied with your counselling, please raise this with the Counsellor at the time to attempt to resolve issues amicably. The Counsellor may in certain circumstances be able to recommend mediation of any issue.

7.2 Contact with the Counsellor outside a session shall be limited to notification of any absences and may be by email letter or telephone.

8. Completion of Counselling

This Agreement and the counselling shall come to an end on completion of the planned counselling sessions unless the Counsellor and the Client jointly agree to extend them or if either the Counsellor or the Client gives notice to the other to end this Agreement and the counselling sessions. In the event that this Agreement comes to an end, any obligation that continues beyond the date when the Agreement ends shall continue in full force and effect.