

Counselling agreement

This is a mutual agreement which outlines a few essential points to help us work together effectively. These are in line with the British Association of Counselling and Psychotherapy's ethical framework - see www.bacp.co.uk.

Confidentiality

Everything we discuss in our sessions will be confidential, which means that I will not share your information, with the following exceptions: if there is serious risk of harm to you or others; if a child or vulnerable adult is at risk; if required by law or court order; for anonymised clinical supervision purposes; or in relation to terrorism offences.

I take brief notes after each of our sessions and take steps to remove personal details so you could not be identified. All notes are stored securely.

Times

We will meet at the same time each week for 50 minutes. We will agree times for regular reviews to check how you feel our work together is progressing.

Cancellation and holidays

If you need to cancel a session, I will try to find an alternative time for you that week. If that isn't possible, missed sessions incur the full fee - this includes work commitments, illness and other emergencies.

I will inform you well in advance of my holiday times, you do not pay for these sessions.

Payment

Payment is by bank transfer. I send a monthly invoice on the 17th of each month, for payment by the 24th. I review my fees in January each year.

Ending counselling

It is important not to hurry the process of ending counselling. It is of course your decision when

you want to end counselling, and I do suggest that you commit to at least one pre-planned ending session so that we can fully process our work together and bring our work to an end mindfully.

If for any reason I have to end our work together, I aim to give you at least four weeks' notice.

Contact

If you need to contact me between sessions, for example to cancel a session, please email or text. I pick up messages once a day during working hours, so you may not get an immediate response, but I will respond within 24 hours. Please limit any communication between sessions to short, factual information – anything else should be discussed during our sessions.

If we happen to meet outside of our therapy sessions, I will take my lead from you - if you acknowledge me I will do the same. If you don't, I won't. This is to protect your privacy.

Ethics and complaints

I am a member of the British Association of Counselling and Psychotherapy (BACP) and abide by the BACP Ethical Framework for good practice, which you can read here: www.bacp.co.uk/ethical_framework. If you have a complaint, please discuss with me in the first instance so that we can try to find a solution together. If you are still unhappy, you can contact