

# Counselling Contract

James Rodwell

BSc Humanistic Counselling, Metanoia Institute, Ealing, London

www.colchester-counselling.co.uk

Number of Sessions (if Agreed):

Length of Sessions: 50 minutes from the time arranged. Sessions will take place \_\_\_\_\_ a week on \_\_\_\_\_ at \_\_\_\_\_

Fee (per session):

Sessions will take place at the Rawstorn Road Centre for Counselling and Psychotherapy

1A Rawstorn Road, Colchester, CO3 3JE

## My Contact Details

**Tel:** 01206 625 756

**Email:** jamesrodwellcounselling@gmail.com

(This is a call only confidential answerphone number. I cannot receive text messages to this number.)

## Client Details

**Tel:**

**Email:**

**Age:**

**Address:**

(To avoid conflicts of interest I do not work with people living in Wivenhoe.)

**GP & GP Address:**

## Payment & Cancellation

- Sessions may be cancelled by phone or email. All missed sessions and sessions cancelled within 48hrs of the scheduled time must be paid for at half price.
- On very rare occasions I may need to cancel a session at short notice, in which case there will be no charge.
- Payment is made *one session in advance* at the end of each session by cash, card or bank transfer.
- I review my fees once a year, usually in June, and will provide you with at least three weeks notice of fee changes.

## Confidentiality and Recording of Sessions

As a counsellor my first responsibility is to you, my client. What is said during our sessions remains confidential. However, there are some limits to confidentiality:

- As part of my commitment to working ethically I take my work to supervision sessions. Supervision is subject to the same confidentiality agreement that I have with you.
- If there appears to be risk of serious harm to yourself or others, selective disclosure may be judged necessary. This would usually occur after prior consultation with you.
- There are legal limits to confidentiality e.g. Prevention of Terrorism, Drug Trafficking Acts.

- In a court of law a counsellor can be required to answer questions about a client.

Written case notes made for sessions are kept confidential. As part of my commitment to improving my work it is common practice for me to make recordings of our sessions. These recordings are subject to the confidentiality terms above. I will **only** record sessions with your prior consent.

### Other Terms of Counselling

- Please abstain from using any non-prescribed drugs and alcohol on the day of your session.
- Please have all mobile devices turned off and out of sight during sessions.
- Client and counsellor have the right to work in an environment free from violent, threatening or abusive behaviour.
- To finish counselling please give a minimum of two sessions notice. This helps to provide a period of time to resolve any unfinished issues and to end our work together safely.
- I will provide you with at least three weeks notice of planned annual leave.
- Please be aware that if we cross paths outside of our sessions I will not initiate contact. This is purely to respect your right to keep your counselling relationship with me private.

### Privacy Statement

In undertaking counselling you will be providing me with certain personal data. In so doing it is important that you are aware of and agree to the following:

- Notes are anonymous, free of identifying information, not stored digitally and are shredded no more than one year after counselling ends.
- Contact details are not shared and digitally stored information cannot be connected to notes.
- This contract and other documentation that includes personal data are kept secure and in a separate location from notes.

Please do not hesitate to ask if you have any questions about how your personal data is processed.

### Code of Ethics

I abide by the BACP Ethical Framework and the Metanoia Institute Code of Ethics and Conduct (both available upon request and links can be found at [www.colchester-counselling.co.uk](http://www.colchester-counselling.co.uk)).

This agreement is fully understood and agreed upon. It is signed as it stands by:

Counsellor (Print Name):

Signature:

Date:

Client (Print Name):

Signature:

Date: