

Counselling Contract for Clients Under 18 Years Old and Parents/Guardians

James Rodwell

BSc Humanistic Counselling, Metanoia Institute, Ealing, London

www.colchester-counselling.co.uk

About Counselling

Counselling provides a confidential space for people to talk about their life, relationships, thoughts, actions and feelings with someone who is interested in understanding and helping them. Counsellors don't give their clients "the answer" or direct advice, but the counselling relationship enables clients to find their own way through their present difficulties.

I believe for counselling to have the best chance of being effective it is important that the client is permitted to keep their counselling relationship private. I also understand that you are trusting me to work with your child and are entitled to know what that involves and to be updated on how the work is going. With this in mind, please note the following:

- Please allow your child to decide whether and how much they wish to talk with you about their sessions.
- If your child discloses something I believe indicates risk of serious harm to themselves or others then I will be in touch with you. (See the 'Confidentiality' section below.)
- Please feel free to contact me to request an update on how the sessions are going and I will then consult with your child and provide an answer.
- I check in with my clients on a regular basis to see if they are finding the work we are doing together helpful. If they are not then we will bring our work to a close.
- Most of my work uses talk therapy. However, sometimes we might decide together to use other means like a dry erase board, sand tray, drawing materials etc.

Counselling Arrangements

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 Office 30, Colbea, the Colchester Business Centre

1 George Williams Way, Colchester, CO1 2JS

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.)

Parent/Guardian(s) Contact Details

Tel:

Email:

Address:

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

Child GP & GP Address:**Payment & Cancellation**

- Sessions may be cancelled by phone or email. All sessions missed, cancelled or rescheduled within 48hrs of the scheduled time are to be paid for at half price.
- On very rare occasions I may need to cancel a session at short notice, in which case there is no charge.
- You will receive an invoice for sessions to your preferred email at the end of the month.
- My preferred method of payment is bank transfer but I also accept cash or card. Bank details:
Acc: 83250075 Sort: 20-19-97 (Please include your initials in the reference.)
- 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 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.
- 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 I may request 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 on silent during sessions.
- Please refrain from bringing drinks or food to sessions. I will provide water for our 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.

- Please make sure that an accompanying adult is present in the waiting area until the session begins and when the session ends.

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).

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

Counsellor (Print Name):

Parent/Guardian:

Signature:

Signature:

Date:

Date:

Client (Print Name):

Parent/Guardian:

Signature:

Signature:

Date:

Date: