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**Counselling Contract Between**

Ruth Frances (Counsellor) and ………………………… (Client)

# Counsellor responsibilities

* To be available at the agreed time
* To start and end on time
* To offer a quiet appropriate and undisturbed space
* To maintain safe, professional boundaries
* To regard all contact and information as confidential unless he has reasonable doubt concerning actual safety of the client or others
* To encourage client autonomy
* To work within the BACP Ethical Framework (available upon request) including regular supervision with a BACP registered Supervisor
* To review therapeutic work and relationship regularly
* In the unlikely event of the therapist cancelling, an alternative appointment offered

ASAP

# Client responsibilities

* To attend punctually
* To give a minimum of 24 hours notice when cancelling/changing an appointment (or 50% of hourly fee becomes payable for remote sessions or full fee for face to face)
* Communicating with the therapist outside agreed counselling sessions to be limited to making, changing or cancelling an appointment unless by prior arrangement.
* To be respectful to the counsellor and his property
* To agree to give permission to contact GP if the therapist has serious concerns about risk to self (client) or others
* To discuss with the therapist when you feel you are ready to end therapy
* To let the therapist know if you are in or are considering entering another therapeutic relationship.
* To pay on the timescale agreed by the client and counsellor

Signed Client………………………………………….. Date……………………………

Signed Counsellor…………………………………….. Date……………………………

# What the therapist offers

What is on offer is counselling of a Person-Centred nature. This means you are empowered to discover solutions to issues in a supportive environment. As a counsellor I offer you my honesty and respect while we explore issues you feel you would like to bring to counselling at the times that we have agreed. We may bring other therapeutic models into the work where appropriate and agreed by both counsellor and client.

# Confidentiality

There are boundaries and limits to confidentiality in certain cases.

Confidentiality may be broken if

You or others are, in the opinion of the therapist, in danger or at serious risk of being harmed

The therapist is required to do so by subpoena

The client infers involvement in or knowledge of an act of terrorism or of money laundering

The client infers knowledge of or involvement in drugs trafficking

The client infers knowledge of or involvement in behaviours that may, in the therapists opinion, lead to harm or neglect to children and vulnerable adults.

# Supervision and confidentiality

I monitor my own practice by attending regular supervision for myself and am committed to my own self-development. There are times where aspects of our sessions will be taken to supervision to monitor my practice; at no time will your name or any identifiable information be mentioned and my supervisor is also committed to our contracted confidentiality.

# Records of sessions

I keep brief notes, which I make after each session, just to keep a reminder of any important information or events that you may have told me. These notes are for my own use and are stored in a locked filing cabinet in line with GDPR regulations. If you are not comfortable with me keeping any notes, please say so.

# Contacting you

I will contact you if necessary e.g. to re-arrange an imminent appointment. Where and how would you prefer I contact you in this unlikely event?

………………………………………………………………………………………………

Should you not attend on time, would you like me to contact you? If so, how?

…………………………………………………………………………………………………

# Contacting the therapist

You can call or text me on 07341 371597, I cannot guarantee that I will answer or respond straight away but I will return your call or message as soon as I am able to. You can also email me at contact@ruthfrancescounselling.co.uk

# Non attendance

Should you cancel within less than the 24 hours notice agreed, or fail to attend an appointment: the full session fee will be charged for face to face and 50% for remote sessions.

**Paying for Sessions**

Payment can be made via bank transfer or Paypal. Bank transfer details are below, if you wish to pay via Paypal I will email you an invoice. If you wish to pay any other way please get in touch so we can make arrangements.

Account Name: Ruth Frances

Account Number: 69051868

Sort Code: 77-63-05

Contracts are subject to regular review by the counsellor or the client and additional information or amendments where appropriate or necessary.