

Counselling Contract Form

This contract is between Helena Trump, Counsellor and _____, Client.

Dated: _____

Client's Address: _____

_____ Postcode: _____

Phone Number(s): _____

GP / Surgery: _____

The Coach House Suites
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The Counsellor

I am a BACP (British Association for Counselling and Psychotherapy) registered Counsellor. I am a Transactional Analytic Counsellor and Psychotherapist.

I offer supportive, compassionate, non-judgmental, confidential, yet proactive Counselling in a warm, comfortable, private setting based in Wiveliscombe.

I am a member of the ITA (Institute of Transactional Analysis). I have an Enhanced CRB (Police) check, and I am supervised in all areas of my work, and maintain and develop my professional qualifications.

My work is in compliance with the BACP's ethical framework and guidelines and I am subject to its complaints procedure.

Confidentiality and Records

I keep what happens in our sessions together confidential. You are, of course, at liberty to discuss them if you wish. I make brief notes on any work we do together and ensure that these are kept safe and secure at all times.

If the need were to arise for me to communicate with another professional about you, I would only do so after having discussed it with you.

An exception to maintaining strict confidentiality is where there is very serious cause for concern for your well-being, or that of another person. This is also the case, if a serious crime has, or is to be committed or if national security is threatened. If these were to arise I would endeavour to discuss this with you before taking any action.

Sessions and Fees

Sessions will be for 50 minutes weekly (unless agreed otherwise). The fee for each session will be £40. This will usually be paid during each session.

We have agreed to meet for _____ sessions or have agreed to leave the ending open so you can cease counselling when you feel ready. As you feel you are growing towards ending, I ask that we discuss this and have at least two sessions in which we can take the time and space to review our work and have a healthy ending.

If less than one weeks notice of cancellation or rescheduling of a session is given by you (unless in an emergency) the full fee will be payable. Without this notice any missed sessions will be counted towards your overall appointments and will need to be paid for.

This contract means that you have agreed to pay for counselling. I will offer a reasonable time of 6 weeks to pay for any outstanding amounts. After this time I will need to contact the small claims court in order to obtain the outstanding amount. In this event, your name and contact details will need to be disclosed to the court so that legal proceedings can begin. This counselling agreement will then automatically be terminated.

Cancellation

I will not be able to work with you if you are under the influence of alcohol or other mind-altering substances. If this were found to be the case, I would have to end the session and you would be charged at the normal rate.

As outlined above, I require a minimum of one weeks notice if you wish to cancel or reschedule a session. You will be charged for any missed sessions, or cancellations with less than 48 hours notice.

If I am unwell or unable to attend the session, I will give you as much notice as possible and offer you an alternative appointment.

PLEASE READ THIS CONTRACT CAREFULLY

Check what we have agreed today. If you wish to negotiate any changes I will be happy to do so before you sign.

This agreement is fully understood and agreed to and is signed as it stands by:

Name: _____, Client

Name: _____, Counsellor Helena Trump

Date: _____

