



# Therapeutic Contract Snapshot

## **1. Session Times and Frequency**

You will agree with your counsellor the dates and times for each meeting at the end of each session. (These are usually for 50 minutes, every week on the same day and time.)

If you attend a session late, the session will still need to end at the original time unless otherwise agreed.

## **2: Fees & Donations**

Any required fees will be agreed prior to using our service and you will be given at least one month's notice of any increase.

Donations are accepted via our website.

## **3: Contact outside of sessions**

The contact details of your counsellor are to be used in the event of cancellations or reschedules. They are not to be used for discussions in between sessions or in an emergency. If you have an emergency, please call 999 or The Samaritans on 08457 90 90 90.

## **4: Commitment**

At times Counselling can be emotionally demanding or difficult. We would ask you to make a firm commitment to attending regularly and keep absences to a minimum, too many gaps may slow down the process.

## **5: Supervision**

It is an ethical requirement for all Counsellors to undertake regular supervision.

## **6: Confidentiality and the limits of confidentiality**

Anything you discuss in a counselling session is confidential and remains between you and your counsellor. Although your counsellor may discuss your case with their supervisor, your identity is not disclosed unless it concerns acts under the terrorism act, or acts specific to the children's act; in which case your Counsellor has a legal requirement to break confidentiality and inform the relevant authority of your disclosures.

In exceptional circumstances, if your Counsellor is concerned for your wellbeing or that of others, they would discuss with you whether support outside the Counselling relationship may be beneficial.

Your Counsellor will make brief notes after each session and these will be kept in accordance with the Data Protection act (1998). Any notes will be destroyed after a period of 5 years from the date of your final session.

### **7: Holidays and Cancellations**

You must give your counsellor as much notice as possible of any cancellations. (Ideally 48 hours.) Failure to do so will incur a charge of £20 per session for associate counsellors, and the full fee of £60 for qualified counsellors. If you fail to attend three sessions in a row without explanation, it will be assumed that you no longer wish to engage in counselling.

### **8: Endings**

You will be supported by your Counsellor and prepared for the end of your counselling journey. Counselling will not suddenly or without warning end unless there were exceptional circumstances, which would be fully discussed with you.

### **9: Ethics and code of conduct**

All our Counsellors are members of either the NCS or BACP and work within the ethical framework for good practice in Counselling and Psychotherapy.

### **10: Right to refuse**

If you attend a session under the influence of drugs or alcohol, your Counsellor has the right to refuse admission/ cancel the session. The premises are non-smoking.

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### **Counsellors & Clients consent**

The terms outlined above are automatically accepted by each client and counsellor from the date of their first Counselling session.

Clients code:

Date of First Session / /

Counsellor: