

Counselling Contract
(Terms and Conditions)

My approach to therapy

I am a trained and experienced Relationship counsellor, EMDR & psychosexual therapist and Supervisor and would describe my orientation as Eclectic. I have trained in psychodynamic, systemic, CBT, brief solution focused, EMDR and the Adlerian approach*. I have completed my Essentials training in working with sexual minorities (LGBTQIA) and with Sexual Offenders. (* for an explanation of these approaches, please refer to www.bacp.co.uk/seeking_therapist/theoretical_approaches.php)

The way I work is by asking you questions and this helps me to listen to you and you can also learn by hearing yourself say something. Sometimes counselling is called a “talking cure” and we are going to talk here about anything that may be concerning you at the moment. If I ask you something that you don’t want to answer, you don’t have to answer it. Counselling is about us working together and not about something I do to you. I will use my training, experience and my own intuition and understanding to help you to resolve or come to terms with your difficulties and you will undertake to work alongside me in this joint endeavour.

Confidentiality and Safety

I offer private and confidential help to my clients. I will **not** normally discuss your concerns with anyone other than my supervisor unless we have reason to believe that someone, especially a child, is at risk of serious harm.

Confidentiality is core to the success of good counselling. However, there are circumstances where confidentiality is difficult to sustain. These are instances when legal requirements to divulge information fall under the following Acts of Parliament: The Drug Trafficking Act 1986, The Road Traffic Act 1988, The Children’s Act 1989, The Terrorism Act 2000 and The Money Laundering Act 2007.

Should you reveal to me an intention to self harm or harm others, or disclose that you have committed a criminal offence or intend to do so, I will contact the relevant public authority to inform them of this.

If I do have to breach confidentiality, I will inform you in advance **if possible or appropriate**. For your own safety, I will need an emergency contact address and the address of your GP’s surgery. The purpose of contacting the GP would be to help protect you from harm. However, I would exercise discretion in the unlikely event I have to break confidentiality.

Violence and abuse is an issue for many people who come to me for help with their relationship. I know from my experience that in this situation, working with both partners together may **not** be safe. If this is so, I would help each partner to get individual specialist support from either myself or another agency.

Where I am working with a couple, I will expect that anything which is disclosed by one of the couple separately (e.g. by telephone or in an individual session) can be brought into the couple sessions.

I will **not** work with anyone facing prosecution.

I do **not** write any letters or reports to the Courts.

I will **not** appear as a witness.

I will **not** be providing a character reference.

Initials:

If I am asked to do so by the Court, I will be charging a fee.

We will **not** discuss any court case.

If a child is at risk, I **will** report it.

You and I will always speak to each other with respect. Neither will raise voices or threaten violence or try to intimidate in any way.

Your Data

As part of our work together I am required to collect, retain and use certain information relating to you ("data"). Because of the nature of our work, some of this data is sensitive. This data includes the material you share with me in counselling. As well as giving me an understanding of the problem you are facing, this information helps me to establish whether the issues are within my expertise or whether to refer you to another professional or organisation.

The data that I keep on you also includes your contact details, which I keep so that I can contact you. This contact will mainly be about payments and appointments.

There will be further data that I may need to take from you as part of my role as your counsellor. This, and the purpose for which I will collect, retain and use it are detailed in my Privacy Notice which is on my website www.LetMoHelp.co.uk. In signing this contract you agree to me using the data listed in the Privacy Notice for the purposes described there.

In addition, my Privacy Notice outlines certain scenarios in which I need to pass on certain items of your data to third parties, and the purposes for which I might do this. As well as the agencies listed in 'Confidentiality', above, there may be other situations in which I will make contact with third parties. In signing this contract you are providing your explicit consent to me making contact with the parties detailed in my Privacy Notice for the purposes outlined within it.

As a responsible counsellor I abide by data protection law (GDPR) and take your privacy seriously. If you would like further information on how I meet these obligations, please refer to my Privacy Notice.

Location

Therapeutic sessions will take place in the security of my private practice, The Stables, Dye Royd Farm, Headley Lane, Thornton, Bradford, West Yorkshire BD13 3LX.

OR

By telephone, Skype, VSee

Sessions

Each session is for 50 minutes, and will start and end on time. The whole session time belongs to you, whether you choose to attend or not, and I will be present for the entire time of the session. If you arrive part way through your allotted time, I will see you for the remainder of the time. I will not offer your time to anyone else.

If you are early, please wait in your car until your appointment time.

Initials:

- Lateness will mean a shorter session, unfortunately.
- All booked/agreed sessions must be paid for; this includes missed or cancelled sessions.
- Appointment that are not kept (no matter what the reason), **cancelled** or **re-scheduled** within **24 hours** will be chargeable in full.
- If a session is missed and I am not notified, the future availability of the slot cannot be guaranteed.
- If you are unable to keep your appointment, having given me more than **24 hours** notice, I am happy to offer an alternative appointment.

Fees: £55.00 per session for Individual (One to one) Counselling
 £60.00 per session for Couple Relationship Counselling
 £65.00 per session for Psychosexual Therapy (PST)
 £65.00 per session for EMDR (Trauma) Therapy

- There will be no planned contact between us outside of our booked sessions other than to arrange or re-arrange sessions.
- Payments to be made by cash or bank transfers in Pound Sterling only. Payments by bank transfer must be received **at least 24 hrs** before the time of the booked session.
- My fees will usually increase on 1st January each year.
- I reserve the right to charge a fee (higher or lower) than what is stated above.

Duration of Counselling

This is something that we will negotiate between us. We might agree to work together for a few weeks (usually 4 or 6 weeks) and then review things. Should the counselling continue thereafter, there will be periodic reviews of that work.

Endings

If a client decides to terminate therapy for any reason, at least one further session should be attended in order to finish the work undertaken in a suitable manner. I would hope to be able to give you a minimum of 1 week notice for termination of counselling / PST / EMDR should it become necessary to terminate for any reason, other than by mutual agreement.

Note taking

I will make and keep brief hand written notes of our sessions. I will keep these notes for 7 years from the time you stop counselling. I store the notes securely in a locked fire-proof filing cabinet. Your personal details (name, address etc) are kept separate from these notes for confidentiality reasons.

Initials: Under the General Data Protection Regulation (GDPR) which came into force on Friday 25th May 2018, clients have the right to access their notes. If a copy of the notes is required, this request has to be made in writing. If there is a large quantity of notes, I may provide you with a summary of the notes instead.

In the case of couple sessions, written consent from both parties to have a copy of the notes in their entirety will be required.

Contacting you

In signing this agreement you are giving your explicit consent to my contacting you by telephone/text/email. Reasons that I may need to contact you include organising a change in the appointment time or counselling arrangements, providing you with information relevant to the work that may be of use to you, and sending you documents or contracts to sign. If I have to send you any information relating to your sensitive personal data, I will send it in the form of a password-protected attachment, and will send the password to the attachment separately.

In messages to you, whether by text or e-mail, I might not address you by name. I do this not to be rude but in order not to compromise your privacy in the unlikely event that the message falls into the wrong hands.

Complaints

I am registered with BACP, CORST and EMDR UK & Ireland (www.bacp.co.uk, www.cosrt.org.uk, www.emdrassociation.org.uk) and work within their ethical framework for good practice in counselling and psychotherapy. If you feel that I have acted unprofessionally and we are not able to resolve the matter, there is a complaint procedure.

I, the counsellor/therapist, reserve the right to refuse to work with anybody.

I/We the clients, understand the information given above and agree to comply.

Client (1) Signature..... Date:.....

Client (1) Name.....

Client (2) Signature..... Date:.....

Client (2) Name.....

Counsellor's Signature..... Date:.....

Counsellor's Name:.....Mo Kurimbokus.....