

Counselling Contract

This is an agreement between Warwickshire Therapy and you the client before the commencement of counselling. It sets out the responsibilities of Warwickshire Therapy to the client, and the clients responsibilities to the therapeutic relationship.

What Warwickshire Therapy offers

Warwickshire Therapy offers Person Centred counselling in a professional, supportive, confidential, and non-judgemental space; allowing you time to explore the feelings and experiences which have brought you to therapy. The aim of Person Centred therapy is to empower you and enable you to make the changes you wish to make.

Confidentiality

There are certain boundaries and limits to confidentiality, and Warwickshire Therapy aim to be transparent with these limits.

Confidentiality **will** be broken without informing you in the following circumstances;

- The client infers involvement in, or knowledge of, an act of terrorism, drug trafficking or money laundering

Confidentiality **may** be broken following a discussion with you in the following circumstances;

- If Warwickshire Therapy are issued with a subpoena
- If you infer knowledge or involvement in, behaviours that may in the counsellor/psychotherapists opinion, lead to harm or neglect to children or vulnerable adults

Supervision and Confidentiality

As members of the British Association of Counselling and Psychotherapy (BACP), the counsellors employed/or associated with Warwickshire Therapy are required to attend regular supervision to discuss their workload. There will be times when aspects of the sessions you attend will be discussed with the supervisor. Your client code will be used, and your identity will be protected. Should any breach of confidentiality occur which is not mentioned above you will be notified at the earliest available opportunity.

Session notes

Warwickshire Therapy requires all its counsellors/psychotherapists to write brief anonymised session notes. The session notes will be kept for a minimum of six years, as required by Warwickshire Therapy's insurance providers. Should this change you will be advised accordingly. Under data protection laws you can request a copy of the information that is held about you by Warwickshire Therapy. All requests need to be in writing and will be actioned within 28 days. You will be given a client number at assessment and session notes will be written and stored using this number. Personal details will be kept separate from session notes to maintain confidentiality. Session notes and client details will always be held securely. Client details will be destroyed 7 days after therapy has ended.

Sessions

Sessions last for **50** minutes and cost **£50 - to be paid in advance**. Sessions start at the agreed time; should clients arrive late they will receive the remainder of the original allocated time, however if it is more than 20 minutes late the session will have to be forfeited and the session will be charged in full. Sessions occur weekly; however, this may be assessed on an individual case by case basis. Warwickshire Therapy operates a 48-hour cancellation policy, if cancellation occurs after this period then the full fee is payable.

Warwickshire Therapy responsibilities

- To be available and prepared to start at the agreed time
- To maintain safe, professional boundaries
- To maintain confidentiality as described above
- To encourage client autonomy
- To work within the BACP ethical framework (available on request)
- To attend regular supervision and monitor the therapeutic relationship regularly

Client responsibilities

- To attend punctually, giving a minimum of **48** hours' notice when cancelling or amending appointments (or the full fee becomes payable)
- To pay 1 session in advance* then £50 per session in full at the start of every session

* this may be paid in full at assessment £100 or split the cost over the first 2 sessions ie: £75 for session 1 and 2 and £50 for all following sessions, except the last session which would have been paid for.

Warwickshire Therapy may be contacted via

- email info@warwickshiretherapy.co.uk and responses will be dealt with the next working day.
- Telephone on 07732054126, please leave a message and you will be contacted by the next working day. If no message is left, under new data protection laws Warwickshire Therapy is unable to call you back.

Client name:

Date

Signature

Counsellor/Psychotherapist Name

Date

Signature