**Counselling Agreement – Emma Bull**

**Counselling Sessions and Fees**

Your sessions will be 50 minutes, every week and at the same time and day for as long as you need.

You will pay before we meet, ideally at least 5 days before otherwise you could lose your space. I’ll let you know the bank details.

**How to contact me**

Email is the best way but you can call me. If I don’t answer, please leave a message.

Usually, I will only be able to respond to phone calls between 9am and 6pm, Monday to Friday. There may exceptions when I’ll be in touch outside these hours.

**Holidays and cancellations**

We all have commitments and holidays. I can work around these. Please let me know as soon as possible about planned holidays and I’ll do the same. I may be able to offer an alternative day.

If you need to cancel a session, I need as much notice as possible. If you cancel in less than 24 hours you have to pay for the session. This is because I have to cover the room and other costs.

It’s unlikely I’ll be able to keep your counselling space in the following circumstances:

* You do not attend a counselling session without contacting me;
* You cannot attend 3 or more sessions in a row.

**Confidentiality and your information**

Your counselling sessions and information I keep about them is confidential (not shared with others) and kept in line with General Data Protection Regulations (GDPR).

In some circumstances I may have to take what we discuss out of the room. This is known as ‘breaking confidentiality’. These are:

1. Where you have asked me to – however, I can refuse if I don’t feel it’s appropriate
2. Where I believe it’s appropriate to consult or involve other professionals such as your GP. This could be if I believe you or someone else could come to harm. Where possible, I’ll discuss with you first and ask you to work with me.
3. Where I am legally compelled by a court of law
4. Where statutory law, including Safeguarding, requires me to inform the relevant authorities like the police of social services. For example terrorist activities, drug trafficking or the abuse of a child or an adult at risk.

All counsellors need to be in supervision. This is where I talk about our work with a professional supervisor. It’s to make sure I’m putting your interests and wellbeing at the heart of what I do. Your details are anonymised.

I’ll hold information about you for 6 months after we’ve finished working together. This is in case you get in touch with me again. It will then be permanently deleted.

**Endings – when you want to stop**

If you want to stop counselling, I ask that you give me one session’s notice. Having this session gives us time to acknowledge our work together and an opportunity to think about what comes next. I’ll support you into your next stage, whatever that looks like.

**Complaints – if you’re concerned**

As a member of the BACP (British Association for Counselling and Psychotherapy), I adhere to their ‘Ethical Framework for Counselling Professionals’. It’s a pdf, publicly available to download online. If you have concerns, please share them with me. If you are not comfortable talking to me about them, the BACP have a service: call 01455 883300 and select option 3 or email [ask@bacp.co.uk](mailto:ask@bacp.co.uk)

**Client – I understand and will follow the contents of this agreement**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Counsellor - I understand and will follow the contents of this agreement**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_