



The Counselling Contract

This is a mutual agreement negotiated between the Counsellor and the Client prior to the commencement of counselling. It articulates the responsibilities of the Counsellor and Client in the context of the therapeutic relationship they are going to undertake together.

Confidentiality

This is a key aspect of the counselling relationship. Everything discussed in the counselling sessions is kept in the strictest confidence. As a member of the BACP (British Association for Counselling and Psychotherapy) my work is bound within its Code of Ethics and Good Practice of Counselling & Psychotherapy. I also have the responsibility and commitment to work under regular supervision. This entails that I may have to share and discuss some of the information of our sessions with a qualified supervisor, always under a strict confidential and professional framework. The client identity is always kept anonymous.

It is important you inform the counsellor at the beginning of the sessions of any medical treatment you might be following due to emotional difficulties.

Confidentiality can only be broken when there is evidence that the client may harm him/ herself or others. In this case the counsellor could contact the appropriate services. The client will be informed in advance, and only in case of an imminent threat might the counsellor make this decision without consulting the client.

Sessions

Sessions are usually one-hour long and held on a weekly basis, although this can be negotiated to suit specific requirements.

The sessions take place face to face.

If the client's circumstances change and the session time and day are no longer suitable the counsellor will try to offer alternatives more convenient to the client.

Fees

Fees will be agreed before the first session

Payment options

Face to face format: Payment at the end of each session.

Reduced fees are available to students, pensioners and those on a low income or receiving benefits.

If you experience any problems please contact the counsellor to try to find an alternative arrangement.

Cancellations and Holidays

Cancellation of sessions with less than 48 hours notice will incur the full fee. The counsellor will always aim to give the client as much notice as possible of any holidays, training workshops, conferences or illness that might prevent her from being available at the time/day of the scheduled session. The counsellor will try to offer an alternative arrangement.

Duration of Counselling

The duration of the therapeutic process will depend on the type of difficulty or problem the client is facing. Some people prefer to work with an open contract, whereas other people prefer to work with a fixed number of sessions followed by a review.

In any case, every six sessions the counsellor and client will review the therapeutic process together. This allows to assess whether the client's needs are being met and if required, carry out the necessary adjustments and/or establish new goals for the process. It is important that the client knows that it is his/her decision whether to continue with the counselling or not. It is also important to bear in mind that painful emotions or feelings may arise during therapy, which may make the client doubt the benefit of the counselling.

However, this is in fact a good sign that these emotions and/or feelings arise in order to heal.

End of the Contract

Indications and signs that the therapeutic process is coming to an end: recovered inner balance, greater confidence in oneself, capacity to make decisions and face situations when previously feeling overwhelmed, being in touch with one's own resources and strength.

The client may not have met all his/her goals at this point, but he/she feels more confident to achieve them by him/herself, and his/her wellbeing has increased.

Sometimes the client may feel that counselling is not helping. In these circumstances it is best to discuss the difficulties rather than abruptly end counselling. This could evoke a sudden-loss experience that would not have the opportunity to be understood and resolved.

The counsellor asks that the client gives one week's notice before ending counselling to have the chance to discuss the decision and to complete the process adequately. The client is always in charge of the decision to continue or stop counselling and will not be under any pressure to continue at any point.

Contact outside the sessions

The phone number and email address provided are to be used exclusively for cancellations, changes or in case of emergency. Please note that messages will be monitored regularly but not continuously. Therefore, in case of an emergency you are advised to call the appropriate emergency services, such as your doctor, an ambulance, etc.

The counsellor will however reply to all messages as soon as possible.

***Sessions will not take place if the client is under the influence of alcohol or other drugs.**

This contract is between

Tracey Whalley (Counsellor) and.....(Client)

Client's contact details

Address.....

City.....Postcode.....

Telephone number.....Mobile.....

Email address.....

We agree that:

The sessions will be.....at.....

The session format will be (face to face).....

The fee per session will be £

Please read this contract carefully. If you wish to negotiate any changes I will be happy to do so before you signing.

Date.....,,.....

Client signature

Counsellor signature

Tracey Whalley Dip.Couns. BACP