

Agreement between _____ and Katie Thomas

Counselling sessions

Our sessions will last for 50 minutes, at the same time each week. I will notify you of any dates where i am unable to meet with you, with as much notice as possible and you will not be charged for these sessions. Please arrive on time for our sessions, as they will finish 50 minutes after the start time, so a late arrival will mean a shorter session. I ask that you respect the therapy space and as such, there should be no mobile phone activity during our sessions. If you need to contact me to discuss appointment arrangements, please call my mobile:

07395464830 or email me at: katiethomascounselling@gmail.com

I aim to respond to any messages left within 24 hours.

Cancelling or missing a session

It is important to attend our sessions regularly in order to get the benefit from counselling. If you are in a position where you simply cannot attend a weekly session, please ensure you give as much notice as possible and at least 24 hours notice. If we can find a more convenient alternative appointment for that week, we can alter the time of our session. If this is not possible, I reserve the right to charge for the late cancellation. I also reserve the right to charge for any sessions which are missed without notice.

Fees

My session fee is £50. For our first session, this can be paid on the day by bank transfer or cash. Once we decide to work together, this fee is due in advance of our sessions, to be paid at least 24 hours ahead of our session. Where you are concerned about being able to pay in advance, please let me know and we can work out a plan which suits us both. In our first session, I will pass on my bank details for these payments. These payments are part of our commitment to our counselling sessions and I reserve the right to end our sessions if there is continued late or non-payment.

Personal Data and Privacy

I hold minimal information about clients; contract, DOB and GP information. Any other information held is held under an anonymous client number. Your personal data will not be shared with anyone without your knowledge or permission, unless there is a legal requirement or perceived risk of harm. Personal data is kept securely. Electronic contact details are held only on physical devices and are deleted as soon as counselling has ended. Paper records are kept in securely locked files during and after counselling has ended, as required by my insurer.

Confidentiality

Everything that happens in our therapy sessions is confidential, between us, with the following exceptions:

Katie Thomas Counselling - Contract

1 - As part of my professional role, I am required to discuss aspects of our work together with a Supervisor to ensure I am practicing well. Your identity will remain protected in anything discussed.

2 - If anything is shared which refers to serious unreported crime or in relation to any acts of terrorism, i am required by law to report these to the police.

3 - If we discuss anything which gives me cause for concern about serious risk of harm to yourself or others, I would need to consult with my Supervisor about this. Where possible, your identity would be protected. In this situation, on occasion, I may contact your GP or other medical professional. Wherever possible, I would seek to gain your consent for this.

4 - If subpoenaed to give evidence in court, I would have to do so.

I agree to the above:

Client signature..... Date

Counsellor signature..... Date