



Client and Counsellor Agreement

As your counsellor, I offer you time and attention to explore your concerns in a safe environment. I believe that the quality of the relationship between Counsellor and Client(s) are fundamental to the effectiveness of the counselling process. I will encourage you to talk and together we will explore options and possibilities open to you. For me to attempt to make decisions for you would be unethical. I will support, encourage and facilitate you to follow the route you feel is best for you using a range of therapeutic skills which may include person centred counselling, mindfulness approaches, CBT and Eye Movement Desensitisation Reprocessing. Please be aware that when using EMDR processing of incidents or material may continue outside of the session and other dreams, memories, flashbacks, feelings etc may surface. I undertake to provide a safe, non-judgemental and confidential environment in which you may talk freely.

Our relationship will be a professional one and all our meetings will take place by appointment; please understand that I am unable to respond to contact via social networking sites such as Facebook. Email or text messaging contact is normally limited to making arrangements for appointments. If by chance we should see each other outside of the therapy room, I will not acknowledge you to protect our confidentiality. In order to clarify the boundaries of our relationship, I have prepared the following points for us to discuss and agree:

- We will meet regularly (normally for up to one hour), at a frequency agreed by both of us.
- If a session has to be cancelled by either of us, we will give as much notice as possible, and preferably at least 48 hours notice. You can contact me if necessary on **07759 516241**.
- If you fail to arrive for an appointment and make no contact in advance to cancel, I will keep your slot free for a week. After a period of 7 days has lapsed with no contact, I will assume our relationship has ended. The payment of one session in advance will be retained in this event.
- We will review our work regularly to monitor the progress of the counselling process and work towards a mutually agreed ending wherever possible.
- Whatever is discussed in the counselling session will be confidential between us. There are exceptional circumstances which require me to break confidentiality eg serious harm is intended towards yourself or others; involvement in criminal activity such as benefitting from the proceeds of drug related crime or terrorism. The BACP Ethical Framework for Good Practice in Counselling and Psychotherapy sets out guidelines within which I counsel. If you wish to see a copy of the Ethical Framework or wish to discuss these exceptional circumstances in more detail, please let me know. If it should be necessary to break confidentiality, I would firstly discuss the situation with you wherever possible.
- I make brief notes to record aspects of our work and the therapy process which are also used in clinical supervision. These will not have your name on them, nor any other personally identifiable information and are identified by a unique client reference. You may have access to my notes by giving 2 week's notice. My clinical supervisor supports my work and also maintains confidentiality. Unless agreed in advance, therapy notes will be securely destroyed within 2 years of the last agreed session (whether attended or not). An electronic summary of your name, counselling session dates and any financial payments are retained electronically for 7 years after our work has ended for tax purposes.

In the event of an immediate risk of substantial harm to yourself or others; or under a legal requirement such as terrorism, drug money laundering or via a Court Order for disclosure, relevant information may be shared with other agencies such as health services or the police.

It is important that if you may require your notes or a report from myself for a future legal issue ie personal injury claim, that you request your notes are retained for a further period (normally up to 3 years). After that time, your data will be securely destroyed. If our work is contracted by a medico-legal/insurance company, the instructing organisation's time period for data retention will apply and you will be asked to sign a separate consent form by that organisation to release any personal data.

Rachel Wesley operates as the Data Controller for The Wellness Consultancy and is registered with the Information Commissioner's Office. If you have any concerns or questions about how your data and how personal information is used and stored, please let me know. You have certain rights over your data ie a right to access a copy of your data if you wish and to request correction or deletion in certain circumstances.

Please sign this contract to confirm your consent and agreement to the above:

Client(s): _____

Counsellor: _____

Date: _____

Client Personal Details:

Name: _____ DOB: _____

Address: _____

_____ Tel: _____ Email: _____

GP: _____

Other health professionals involved (eg Psychiatrist, CPNs, other): _____

Any medication or health problems which you feel it is important for your counsellor to be aware of:

Next of kin contact details for emergencies:
