



Counselling Contract

Please read and retain the following information about what you are agreeing to. This contract shall detail how we agree to work together, and I shall ask you to sign this document before your first session with me, Michael Blown, if the offer of therapy is in acceptance by you, the client. By signing this contract, you are acknowledging that you have received, agreed and understand the terms which are outlined in this contract. It shall also detail how we shall work together and any limitations to confidentiality. By communicating these terms of therapy, I am respecting both yours and my rights as a client and a therapist that include your rights to confidentiality, privacy and data security, that corresponds with the European Union (EU) data protection legislation. If there is anything that you do not understand please do not hesitate to ask as soon as possible.

As the Client

It is within your rights to make an informed decision whether or not to start your counselling journey. Commencing therapy should not be undertaken lightly, as counselling can be difficult, sometimes painful to process and can be emotionally uncomfortable. If you do not wish to talk about a specific issue, event, memory or relationship that is either past or present you have the right to inform me if it something that you do not wish to discuss. What is important is that we work together in an agreed manner so that you feel as comfortable as possible talking about whatever it is that has brought you to counselling.

Our therapeutic relationship should be respected as a professional service and not be perceived as anything but. This document states hours that I am contactable on (Monday to Friday, 10.00am to 4.30am) and my private life should be respected and vice versa. That being said, if you are in need of support outside of my contactable hours and it is a distressing issue that cannot wait until our next scheduled counselling session and/or is a mental health crisis, the NHS mental health access service can be contacted on: 0800 783 9111 (option 1). If you choose to call this number clients are to ring on the day for availability. Alternatively, clients can also call Samaritans 24-hour help line on: 116 123.

If by chance we have an accidental meeting in an environment outside of our scheduled appointment, your private life shall be respected, and I shall expect the same courtesy. If you wish to say a brief greeting, I shall return the pleasantry but also be respecting of our confidentiality agreement and appropriate boundaries. This same respect for boundaries should extend to any pursual of a befriending relationship outside of our session and shall be discouraged. The same applies to any befriending through any social media platform. This is to ensure a positive relationship between the client and the therapist and by avoiding any accidental harm.

Confidentiality and Safeguarding

As I abide by the law, it is within my responsibilities as your counsellor to reserve the right to limit our confidentiality where I am obligated to do so. These include anything that may be deemed as illegal, such as abuse of a vulnerable person, abuse or neglect of a child, any act of terrorism, drug trafficking or people trafficking. This also includes any involvement in a crime such as a hit and run whilst sober or under the influence of drugs or alcohol. It is within my duty to disclose this information to the relevant bodies.

All therapists abide by the requirement to regularly attend Clinical supervision that is outlined by my professional registration with the BACP. Supervision is bound by the same confidentiality boundaries as the therapeutic relationship between client and therapist. At all times the clients' anonymity shall be retained unless there is a serious risk to you or to others of the general public that is communicated. In the event of this occurring, I have the responsibility to break our confidentiality. If my thought process leads me to believe that you are at serious risk to yourself or to the general public in our sessions, I shall bring this to your attention and approach the discussion on having to break the confidentiality agreement. In which case, gaining your permission to break our agreement may not be practical or even possible. If in the rare event that this could occur, I shall contact your General Practitioner or other medical professional contacts that are responsible for your welfare, health and wellbeing. By doing this I am adhering to the BACP ethical framework of being responsible and providing you with a duty of care.

If at any time the local authorities or agencies request to see your notes or to talk about information that involves our sessions together, I shall seek your permission to do so before anything of this nature commences.

If approached to work with adolescents aged 13 years and above, there shall be an agreement whereby parental consent and cooperation (or a legal guardian), as well as the young person receiving the counselling consent is signed and supported. The young person shall be assessed on competency and understanding of what they are agreeing to in therapy and what it shall entail. This shall be fully explained in the consultation and at the start of therapy. I encourage an open dialogue, so that any uncertainty can be explained. I would consider working with adolescents approaching the age of 13 providing that they adhere to the same competencies and understandings as mentioned above.

Professional process notes from each session shall be kept in a secure location adhering to the BACP Ethical framework and principals as well as the EU General Data Protection Regulations (GDPR, 2018). GDPR also states that you have a right to view these notes at any given time. Any notes that I shall write after each session shall be done so in paper form. They shall be stored under a pseudonym to protect your confidentiality. Any further details that involve your name and contact information shall be securely stored in a separate location. Your notes shall be kept for a period of no longer than six years.

Boundaries

Under no circumstances, unless prearranged with good reason, shall any sessions be recorded by the client or therapist.

In regard to your safeguarding and ensuring that you are fully benefiting from your counselling sessions, it

is inappropriate to attend your sessions whilst under the influence of alcohol or other substances. If you attend a session under the influence, you may be asked to reschedule so that you can maximise any benefit of our sessions.

I do not have the qualifications to medically diagnose any client and would always signpost the client to their General practitioner for this.

Punctuality for scheduled sessions is important as it displays your commitment to therapy and displays your respect and vice versa. If you arrive 20 minutes late for your scheduled session, then you may have to reschedule the appointment. This is due to it being more than a third of the therapeutic hour (50 minutes) and resulting in you receiving just 30 minutes of therapy.

Adult Consent

I have read and understood the above contract and I consent to working with a member of Loqui Counselling. I give permission to share information/consult with other professionals/professional agencies and my GP as necessary.

Signature: **Date:**

Print Name:

Child/Young Person Under 18 Consent

This must be signed by someone who has the parental responsibility for the child/young person. I consent to (child/young person's name) Receiving a service from Loqui Counselling. I give permission for them to share information/consult with other professionals/professional agencies and the child's GP as necessary.

Signature: **Date:**

Print Name: **Child's Date of Birth:**

