



Salix Counselling

- Supporting You On Your Journey -

Counselling Agreement

This is an agreement between Alma Henderson and _____ It outlines my responsibilities towards you, and your responsibilities in the counselling relationship.

Session Times and Frequency

- We will meet once a week on at
- Each session will last 50 minutes
- We will commit to an initial six sessions before reviewing as to whether more sessions might be helpful for you. The final decision will be taken by you.
- If you arrive part way through your allotted time, I will see you for the remainder of the time.
- If your circumstances change and the session time is no longer suitable, I will do my best to offer you an alternative time.
- Please let me know if you will be late or unable to come to a session. Any missed sessions will be chargeable.
- Unless otherwise agreed, counselling is for individuals only; no other person will be permitted in the counselling room at any time or for any reason.

Fees

- My fee is £__ per session.
- Payment can be made at the start of each session in either cash or via a card reader.
- My charges will be reviewed each year and I will give at least one month's notice of any increase.

Holidays and Cancellations

- We will inform each other of holiday dates in advance.
- I will provide as much notice as possible for any cancellation due to sickness. These sessions will not be chargeable.
- If I am unexpectedly prevented from providing sessions due to illness or other issues, I will endeavour to arrange an alternative date and time.
- If you are unable to attend a session, please provide me with no less than 24 hours' notice and I will do my best to offer an alternative time or date. Any cancellations that cannot be rescheduled or failures to show for an appointment will incur a full fee.

Contact outside of sessions

- Our counselling relationship is a professional one, the boundaries of which will be clearly discussed during our initial consultation. These are to be enforced equally by both of us.
- My telephone number should only be used in the case of cancellations, rescheduling or emergencies. If I am unavailable, please leave a message indicating what number to contact you on and whether it is acceptable to leave a message.
- Should we happen to meet outside of your session I will not greet you. This is to protect your privacy and maintain confidentiality. If you acknowledge me openly, then I will respond in an appropriate, professional manner. Should we find ourselves in a situation where we are part of the same group, either social or professional, serious consideration will be given to the complications of this and, where appropriate, I will withdraw therapy.

Commitment/Right to Refuse

- It is important to understand that I can only work with what you present to me. To get the most out of counselling I ask that you make a firm commitment to attend on time and regularly, keeping absences to a minimum and to be prepared to explore issues with curiosity and honesty.
- Please arrive free from the influence of drugs and/or alcohol. If this were found not to be the case, I will end the session and you will be charged the full rate.
- If you miss 2 consecutive appointments, you may be taken off my client list and your slot given to someone else.
- I commit to ongoing supervision, training and undertake regular CPD as required by the British Association for Counselling & Psychotherapy (BACP).
- I reserve the right to terminate therapy if you do not abide by the agreement or are perceived to be a threat to my well-being. Abusive behaviour is unacceptable and will not be tolerated.

Confidentiality and its limitations

- Everything that is discussed with me in the counselling session is kept in the strictest confidence. However, I will need to discuss our work with my supervisor. This is standard practice and your identity will not be revealed. Any information that a supervisor receives is also treated as confidential and subject to the same ethical criteria as counselling.
- In exceptional circumstances, where there is convincing evidence that you intend to harm yourself, others or know of any impending harm, I will have to break confidentiality but will inform you before contacting the relevant authorities.
- I make brief notes after each session in which you will remain unidentifiable. These will be securely stored and destroyed after 5 years.

Endings

- You are not tied to therapy and may end at any time you wish. However, I ask that you give at least one session's notice to ensure that we can address this, round off our work and end in a safe manner.
- For long-term clients, we may agree on a longer ending time due to the depth of the relationship that often forms.

Ethics and code of conduct

- As a Registered Member of the BACP I work within the ethical framework for good practice in Counselling and Psychotherapy.
- You can find a copy of this framework at: <https://www.bacp.co.uk/media/3103/bacp-ethical-framework-for-the-counselling-professions-2018.pdf>
- If you have any concerns about the way I am working, please discuss them with me first. A formal complaints procedure can be found here: <https://www.bacp.co.uk/about-us/protecting-the-public/professional-conduct/> or <https://www.bacp.co.uk/about-therapy/ask-kathleen/>