

COUNSELLING AGREEMENT

between **Alison Lutz** and _____

Counselling sessions and fees

Your counselling sessions will last 50 minutes, and I offer weekly or fortnightly counselling sessions excluding holidays. Your session is usually at the same time every week. How many sessions required will be discussed in the first session and can be regularly monitored throughout the counselling process.

Payment for your counselling sessions should be given in advance of each session. Counselling sessions will be charged at £50 per session. Block prepayment is available if preferred.

Cancellations and Charges

Should you need to cancel an appointment, please give me a minimum of 24 hours notice. If this is not given, the normal full charge will be made for the missed appointment. I will endeavour to do the same. I will also give you notice of any planned time off where possible.

Confidentiality Policy

Your counselling sessions are confidential.

In exceptional circumstances confidentiality may be broken. The circumstances may include.

- 1) Harm to self or others.
- 2) Where I feel it may be appropriate to speak to other professionals such as your GP. I would aim to discuss this with you first.
- 3) Where in extreme cases, I may need to legally break confidentiality. These include acts of terrorism, drug trafficking, or abuse of a child or vulnerable adult.

Professionalism

All counsellors have to adhere to strict guidelines as set out by the BACP (British Association for Counselling and Psychotherapy).

I am a member of the BACP, and you can find my details on the website, as well as information on the complaints procedure.

I am a member of the ICO (Information Commissioner's office) and I have public liability insurance.

My client notes are confidential and held securely in line with the Data protection act (DPA 1988)

All counsellors are required to be in supervision. Therefore, I will take relevant issues from the counselling into supervision. I will always take care to preserve my client's anonymity.

EXTRA INFORMATION (Confidential)

The purpose of therapy is to help us to make sense of our inner world and our interaction with the world around us. At times, this can involve exploring difficult and painful issues; both past and present. Taking care of basic practical details can help to create a safe place to work therapeutically. The following points should be seen in this light:

Name of Client:	
Address:	
Tel. No:	
May I leave a message?	Y / N Yes
Previous Psychiatric or MH Involvement:	
Any Medications related to mental health	
GP Surgery	
Previous Counselling:	
Alcohol/Substance Misuse:	
Suicidal Ideation and/or Intent:	
Significant others:	
Am I able to contact them in an emergency?	

Signed. **Alison Lutz**

Date

Signed.

Date