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**Contact: Julie@talkswansea.co.uk - 07771 857027**

**Counselling Contract**

This is an agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_& \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client / counsellor relationship**  
  
The counselling relationship will remain a professional relationship.  In accordance with BACP guidelines, I will honour the trust placed in me by the client, will respect the client’s right to be self-governing, will commit to promoting the client’s well-being, and avoiding harm to the client, and will strive to treat all clients fairly and impartially.

Counselling is about building a trusting relationship to allow exploration of emotions, acceptance and choice. I am not here to give advice or tell you what to do, but to support you to find what is the best choice is for you.

**BACP ethical framework**  
  
I am a member of the British Association of Counselling and Psychotherapy, work within the BACP’s Ethical Framework for Good Practice in Counselling and Psychotherapy and am subject to its complaint’s procedure. A copy of the ethical framework can be found on the BACP’s web site at http://www.bacp.co.uk/ethical\_framework.  
  
**Confidentiality**  
  
The content of our sessions is confidential to you the client and to me the counsellor, although on occasion I will need to discuss our work together with my professional supervisor. This is standard practice and helps me to work as well as I can with you. In this process your identity is not revealed. My supervisor is bound by the BACP ethical framework for good practice.  
  
In exceptional circumstances, where I am concerned for your well-being, or that of others, I may find it necessary to seek help outside the counselling relationship; I would always and in the first instance seek to gain your agreement to this.    
  
Confidentiality is provided and maintained within its limitations of:

* If there is risk of harm to yourself
* If there is risk of harm to others
* If there is risk to a child or children
* If there are any disclosures concerning terrorism, money laundering or drug trafficking

**Supervision and Continuing Professional Development**  
  
It is a requirement for all members of the British Association of Counselling and Psychotherapy to be in professional, monthly supervision, and to undertake on-going training and self-development. As a qualified member of the BACP, I take this commitment seriously and undertake regular monthly supervision, and a minimum of thirty hours' continuing professional development each year.  
  
**Sessions**

All sessions are 50 minutes long. They are best to take place weekly or fortnightly. This time is yours and I will be available during the whole session, but if you wish to leave at any point this is your choice.

**Counselling Process: what to be prepared for**  
  
While the aim of counselling is to work with you through the difficulty, and to help you to develop new ways of coping, some people find that they feel worse for a short time before they start to feel better. In these circumstances it is best to discuss the difficulties, rather than abruptly end counselling, in order to have the chance to discuss the decision and to complete the process adequately. The client is always in charge of the decision to continue or to stop counselling and will not be under any pressure to continue at any point.

**Contract length**  
  
The counselling contract is usually short term, often between one and twelve sessions, but may be longer by arrangement.  It is helpful to attend regularly, and to keep absences to a minimum, as too many gaps may slow down the progress of the counselling.  Intervals between sessions may lengthen as the counselling progresses, but this will be by agreement between client and counsellor.  
  
**Fees and cancellations**  
  
Fees are £45.00 per session and payable by BACS 04-00-04 05328187 or by Paypal using julie@talkswansea.co.uk.

Cancellations with less than 24 hours’ notice will incur the full charge for the session.  Fees are reviewed once a year, and any change will take place on January 1st.

**Acknowledgement**

If I see you out and about, we agree that we respond to each other in this way

**Medication and Illness**

It is helpful to know if there are any physical/medical issues which may impact on our counselling sessions; for example, epilepsy, asthma or diabetes. This will allow me to agree how to respond

Medication/Illness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counsellors Response needs to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**End of the contract**  
  
In the normal course of events you will probably know when you are ready to finish counselling, and we will agree together on the work we need to do to prepare for this; this will include an appraisal of future challenges, and planning alternative strategies to manage these.

**Professional Will**

If for some reason I am incapacitated and am unable to keep our sessions my colleague Siobhan Ray (BACP registered member 378135) will contact you with information and referral sources.

**GDPR**

I keep brief factual, handwritten notes about our sessions. These are coded to ensure your privacy and kept in a locked cabinet.

**Signed**

**Counsellor Julie Clayden** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_