



COUNSELLING CONTRACT

Please read the contract carefully and ask any questions if you are unsure. Signing indicates your agreement to the terms and conditions detailed in the Kingsway Counselling’s Privacy Statement.

- 1 Sessions are for 1 hour unless agreed otherwise. In the event of client lateness the session will run for the remainder of the allotted hour. Sessions are open ended with reviews as necessary. Either party may request counselling to be cancelled at any time, a final session will be arranged.
- 2 If you are unable to keep an appointment please give as much notice as possible. Cancellation with less than 48 hours notice will still incur full charges. If an appointment is missed without 48 hours notice (*or*) if you miss two appointments without prior agreement, unless there are exceptional circumstances, counselling may be terminated. You may still book again in the future.
- 3 Counselling is confidential. However there are some exceptions to confidentiality which are;
 - For professional development, counsellors attend supervision. Aspects of the work and the counsellor’s process may be discussed. Your name will remain anonymous.
 - Disclosure of, or concern of serious risk of harm to self or to others may result in confidentiality being broken and reported to the relevant authority and/or supervisor. I would endeavour to talk to you beforehand, where possible.
 - In the event of the counsellor being called to give evidence in a court of law.
 - Confidential records are stored, these are coded to ensure anonymity and are stored in a safe, locked cabinet.
- 4 Payment for counselling is due prior to each session by cash or BACS by arrangement.
- 5 I am a member of the British Association of Counselling & Psychotherapy (BACP) and work to their Ethical Framework. Please ask if you require more information or visit www.bacp.co.uk. I have a current Disclosure and Barring Service check (DBS).

Please tick below to indicate your data storage preference when counselling finishes:

- I request that all my data is destroyed.
- I request my data be retained for 2 years.

I acknowledge that this document will be retained by Kingsway Counselling.

Client’s Signature: Date:

Counsellor’s Signature: Date: