

**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 you miss two appointments without prior agreement, counselling may be terminated.
- 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](http://www.bacp.co.uk). I have a current Disclosure and Barring Service check (DBS).

Client data will be securely destroyed when counselling is terminated, unless you indicate below you wish your information to be kept:

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: .....