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| **What is counselling?** | Counselling provides the opportunity for you to explore your thoughts and feelings in a safe, non-judgemental environment. In this role I will not give you opinions or advice or prescribe medication. I will help you find your own solutions – whether that’s making effective changes in your life or finding ways of coping with your difficulties.  I work in an integrative way which means I draw from a range of different techniques from different types of therapy to tailor an approach specifically for you. This includes traditional person-centred therapy which is about providing you a safe and confidential space to explore your feelings and some CBT techniques and psychoeducation where appropriate to help you with tangible strategies to manage emotions and unhelpful thoughts and to understand your responses and triggers. |
| **Professional Registration** | I am an Integrative Counsellor and a registered member of the British Association of Counselling and Psychotherapy.  My clinical practice is governed by the ethical framework issued by this organisation. |
| **Counselling sessions** | Counselling sessions are weekly, unless agreed otherwise and the length of each session is 50 minutes.  We will agree a convenient weekly day and time, which will be reserved for you.  It is important that you arrive on time, as we will need to finish the session at the scheduled time.  Please do not arrive early for your session, as I am unable to see you before your appointed time.  Starting and ending sessions on time helps to maintain your privacy and the privacy of other clients.  At any stage of therapy, either of us can suggest a review to discuss progress and adjustments to the focus of therapy or the way of working together. |
| **Confidentiality** | All sessions are confidential between you and me, subject to the following considerations:   * If you disclose thoughts or actions of harm to self or others I will discuss this with you and try to assist you to keep yourself and others safe. However, it may become necessary, in the interests of safety for me to contact your GP or another appropriate health care professional/s and/or your next of kin. I will always aim to discuss what actions may be necessary and seek your agreement and involvement. * If you disclose information about terrorism, drugs or people trafficking or money laundering I have a legal responsibility to disclose this to the appropriate authority. As far as practicable I will discuss this with you before I take any action * If you disclose information about abuse of a child or adult at risk, I have a legal responsibility to disclose this to the appropriate authority. * I regularly undertake professional supervision to ensure reflective and ethical practice. Regular supervision is a requirement of BACP with whom I am registered with and is conducted by an experienced Psychotherapist who subscribes to the same ethics and has the same understanding of confidentiality. |
| **Payment** | A 50-minute session is priced at £40 per session (concessions are available). Payment can be made at the beginning or end of each session via a BACS payment. |
| **Cancellation Policy** | You may cancel your appointment with me up to **48 hours** before the agreed time otherwise half the session fee is charged for any cancellation made without 48hrs notice.  On rare occasions, I may be able to offer you a different day/time in the same week. If this is possible, the cancellation fee will be waived.  If the session time has started and you do not attend you are liable for the cost of that session. |
| **Holidays /Planned Absences** | Please discuss your holidays/planned absences with me as soon as possible.  I will inform you of my holiday dates/planned absence as soon as possible. |
| **Contingency Plans** | In the event of me being incapacitated in some way (e.g. serious illness) a colleague holds your first name and telephone number.  She would contact you with information. She is a registered Counsellor and therefore understands ethical and confidentiality boundaries in relation to personal data. |
| **Notes and information storage** | I keep your signed contract, that also contains your contact details and that of your next of kin and GP in a locked filing cabinet.  I also keep very brief notes of our sessions that are stored securely on a password protected word document on Dropbox. I will assign a client reference number to you when we start working together and this will be listed on any notes relating to you, to protect your identity. Any notes relating to our sessions together are kept separately to your client information under your client reference number so they cannot be linked.  I keep your personal and sensitive information for 3 years from the date of the last session. This is in case you want to return to counselling within that time frame, want to ask for your notes or make a complaint. |
| **Crisis Support** | I am unable to offer an emergency crisis support service.  If you are experiencing a psychological crisis of any sort you should contact your GP in the first instance.  If unable to contact your GP, you can ring the NHS non-emergency number on 111 who will help you get the right support.  In an emergency call 999 or go to your local A&E department.  You can also contact the Samaritans on phone number 116 123 or [jo@samaritans.org](mailto:jo@samaritans.org) |
| **Miscellaneous** | * There should be no drug/alcohol use before the session. If you arrive intoxicated or under the influence of illegal drugs I reserve the right to cancel the session and charge full fee for the session. * If we see each other outside of the therapy room, I will not acknowledge you to maintain your confidentiality, this is both during and after therapy has ended. If you wish to talk to me however, that is your choice and I will respond, if you initiate communication. |
| **Ending** | It is helpful for endings to be discussed jointly, and a time plan for this to be developed together.  You may however, end sessions at any time, but please speak to me as soon as you make this decision.  Likewise, If I believe that your aims for therapy have been reached, or that I am not able to be of further help to you I will speak to you about this, either to review or plan future goals or plan an ending. |

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| By signing below, you are agreeing to this counselling contract and for me to retain your personal information to meet the requirement of the GDPR. | | | |
| Print name and signature |  | Date |  |
| Laura Evans |  | Date |  |

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| Please also provide contact details for your GP and next of kin in case of emergency. | | | |
| Next of kin name and relationship to you |  | Telephone number |  |
| GP and Surgery name |  | Surgery telephone number |  |