

Sarah Hislam Counselling Agreement

The counselling agreement sets out the terms and conditions that we agree to when we decide to work together. Please read them carefully, make sure you have understood them, and ask for clarification on anything that requires it or you have concerns around. Once you are happy with the agreement please either print, sign and email me the document or state your agreement via email.

Sarah Hislam agrees to:

- To provide a suitable private and quiet place for us to work together (which may be online/phone)
- Be available at the agreed time and ensure that sessions end on time
- To treat all information you share with me as confidential unless I have reasonable concerns about you or a third party - especially if the third party is a child. There are also legal exceptions to confidentiality if you tell me something that makes me complicit in breaking the law. The issues I have to disclose relate to terrorism, trafficking, money laundering and anything that goes against the Children Act 1989
- If issues around your safety arise in sessions I will work hard to resolve these with you, only breaking confidentiality where I deem it absolutely necessary
- Work to the NCPS (National Counselling and Psychotherapy Society) Ethical Framework, of which I am a member
- To make use of supervision in order to support our work together, in a way that respects your anonymity
- To collect, process and store your personal information in line with the Data Protection Act 2018 (GDPR). Only brief notes are recorded and these are kept alongside a code, rather than your name or contact details
- To not acknowledge you if we should meet outside sessions unless you initiate a greeting
- To regularly review our therapeutic work
- To communicate with reasonable warning any changes in fees to you
- To give you as much notice as I can if I have to cancel a session and to endeavour to offer you an alternative appointment within a week wherever possible
- To work towards a planned, agreed ending wherever possible

The client agrees to:

- Keep to agreed session dates and times
- Respect that sessions are 50 minutes to 1 hour long and that Sarah will gently terminate sessions at this point
- Make payment for sessions, via the agreed means, at least 24 hours before the session is due to commence
- Provide at least 24 hours notice of cancelled sessions. If 24 hours notice is not provided then a payment equal to the counselling session must be paid before counselling can recommence
- Understand that if you are late for an appointment then you are still liable to pay for the whole session fee and that, unless by Sarah's discretion, the session time will not be extended
- Let Sarah know if you decide to discontinue counselling within a minimum of one week's notice (a final session charge will be made where this is not the case) and communicate any planned pauses to counselling
- Communication between sessions will be limited to making, changing or cancelling appointments
- To take responsibility for your own safety and to seek appropriate help if you become a risk to yourself
- By signing and dating this agreement, or agreeing to it in writing, I give consent to Sarah collecting, processing and storing my personal information under the terms of the Data Protection Act 1998

Signed (client).....

Date.....

Signed
(counsellor).....

Date.....