



Contract Between

Lyn Northcott (MBACP Accred)

and _____

Counsellor responsibilities

- To be available at the agreed time
- To start and end on time
- To offer a quiet, appropriate and undisturbed space
- To maintain safe, professional boundaries
- To regard all contact and information as confidential unless he/she has reasonable doubt concerning actual safety of the client or others
- To encourage client autonomy
- To work within the BACP Ethical Framework (available upon request) including regular supervision
- To review therapeutic work and relationship regularly
- In the unlikely event of the therapist cancelling, an alternative appointment offered ASAP

Client responsibilities

- To attend punctually
- To give a minimum of 48 hours' notice when cancelling/changing an appointment (or the full £40 fee becomes payable)
- To pay for the session in full at each appointment
- Communicating with the therapist outside agreed counselling sessions to be limited to making, changing or cancelling an appointment unless by prior arrangement.
- To agree to give permission to contact GP if the therapist has serious concerns about risk to self (client) or others
- To discuss with the therapist when you feel you are ready to end therapy
- To let the therapist know if you are in or are considering entering another therapeutic relationship.

Complaints

If you feel you are not getting the service you need, I want to hear about your concerns so I can offer the best possible service. If you can please speak to me directly.

I am an accredited member of the BACP (British Association of Counselling and Psychotherapy). They operate a complaints procedure and can be contacted at www.bacp.co.uk

Signed Client..... Date.....

Signed Counsellor..... Date.....

What the therapist offers

What is on offer is counselling of a Person-Centred nature. This means you are empowered to discover solutions to issues in a supportive environment. As a counsellor I offer you my honesty and respect while we explore issues you feel you would like to bring to counselling at the times that we have agreed.

Confidentiality

There are boundaries and limits to confidentiality in certain cases. Confidentiality may be broken if:

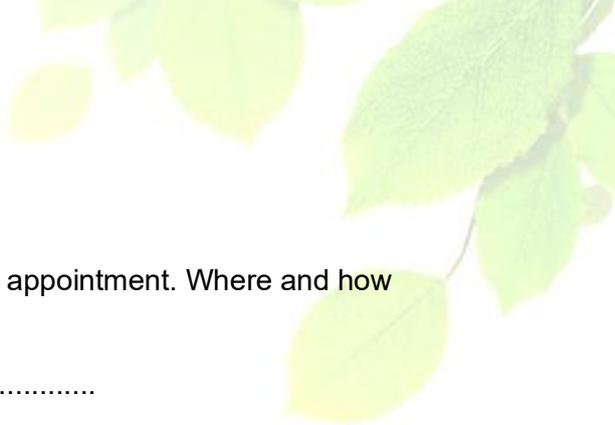
- You or others are, in the opinion of the therapist, seem to be in danger or at serious risk of being harmed
- The therapist is required to do so by subpoena (Court order or instructions from a coroner)
- The client infers involvement in or knowledge of an act of terrorism or of money laundering
- The client infers knowledge of or involvement in drugs trafficking
- The client infers knowledge of or involvement in behaviours that may, in the therapist's opinion, lead to harm or neglect to children and vulnerable adults

Supervision and confidentiality

I monitor my own practice by attending regular supervision for myself and am committed to my own self-development. There are times where aspects of our sessions will be taken to supervision to monitor my practice; at no time will your name or any identifiable information be mentioned and my supervisor is also committed to our contracted confidentiality.

Records of sessions

I keep notes relating to our sessions, and these are available to you on request.



Contacting you

I will contact you if necessary e.g. to re-arrange an imminent appointment. Where and how would you prefer I contact you in this unlikely event?

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Should you not attend on time, would you like me to contact you? If so, how?

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Contacting the therapist

You may use this telephone number to reach me 07973760622 or send an email to lyn@lynnorthcottcounselling.co.uk

It is possible to leave a voice mail on my phone so if I am unable to answer, leave a message, email or send a text and I will get back to you as soon as I can.

Fees

I charge £40 per hour. Concessions available.

Non-attendance

Should you cancel within less than the 48 hours' notice agreed, or fail to attend an appointment, the full session fee will be charged.

Where did you hear about my service?.....

Client Contact Details

Name:

Address:

Telephone:

Email:

GP Name:

Address of Medical Practice:

GDPR Statement

Under the General Data Protection Regulations 2018, you have certain rights. These are:

- You are allowed to see your notes. This is facilitated by making a formal request.
- Records are kept for 5 years after termination of therapy and then destroyed.
- Having your records amended (*change of name and address*)
- In the case of clients under 18, records are kept for 5 years after the child turns 18.

Erasure of Data (exclusions)

Under GDPR you can request your data be erased. However there are exceptions to this.

In the case of counselling records, insurance companies and ethical bodies ask for records to be available for the period of time as outlined above.

By signing this document, you are agreeing to having your records kept for 5 years after the termination of therapy.

In the case of young people, 5 years after your 18th birthday.

I agree to the above.

Signed.....

Print name.....

