



# Counselling Agreement

**This Counselling Agreement states the terms and conditions of working with Hannah at WellSpace Counselling. Please read the following information carefully before signing below. If there is anything that you are unsure of, please ask before signing**

## 1. Confidentiality

All conversations within the counselling relationship are confidential. However, there are some situations in which I, the Counsellor, have an ethical and legal obligation to share confidentiality, which include the following:

- If, in the Counsellor's opinion, there is a risk of danger to the client or others. If I am concerned about your wellbeing, or the wellbeing of others, I may need to contact your GP or an appropriate agency. It is my practise to inform or discuss this with you, wherever possible.
- There are some situations where the law may require confidentiality to be shared. These include:
  - i) where there is reasonable suspicion of child, dependent or elderly abuse
  - ii) where a client presents a danger to self, others or property
  - iii) where there is a risk a client may break the law; specifically relating to terrorism, money laundering and the proceeds of drug trafficking. The law also permits the police to require information from me relating to the identification of the driver of a vehicle involved in a road traffic offence.

I am also required by law to disclose information under a valid court order

## 2. Clinical Supervision & Record Keeping

- I practise in adherence with the British Association of Counselling and Psychotherapy (BACP) Ethical Framework. This means it is standard professional practise for me to attend regular Clinical Supervision of my work. This ensures I am practising ethically and offering you the best therapeutic experience. Client anonymity is maintained, except in exceptional circumstances such as those outlined in the Confidentiality section of this agreement.
- I keep brief, factual notes of our counselling sessions, which do not contain your name, gender identity or any

identifiable features. I keep these under lock and key in a secure location and hold them for 7 years (please see the GDPR contract for further details on this).

### 3. Session Frequency & Attendance

Counselling sessions will take place at weekly intervals and are 60 minutes in duration. Regular attendance is important if counselling is to be effective. We will meet:

Weekly on ..... at the time of .....

- If you need to cancel a session last minute for legitimate and unforeseen reasons such as illness; please contact me 48 hours in advance via email.
- If you cancel a session with less than 48 hours notice, within 48 hours but for a non-essential reason or do not attend with no notice given; you will still be required to pay. Wherever possible and appropriate, I will endeavour to reschedule your appointment or offer an alternative session format (eg. online) where appropriate.
- If you miss a session without notice, I will contact you via email or telephone, to confirm that you are able to attend your next session
- If you miss two consecutive sessions without notice, I will assume that counselling is to be discontinued and close our work.
- I, the Counsellor, will let you, the client, know 48 hours in advance if I am unable to attend an agreed session and no payment will be incurred.

The ending of a relationship, including our therapeutic relationship; is an important event. It is a time to reflect on learning, say goodbye and plan for the future. For this reason, I ask that when you start to think about ending your counselling, you give me adequate notice. This will allow us to give enough time to donate to the ending of our work together and ensure we finish it well, rather than abruptly.

### 4. Boundaries in Counselling

- If you arrive at a session under the influence of alcohol and/or drugs, I will not be able to see you.
- Violent, aggressive or threatening behaviour toward myself, others and/or the property will not be tolerated and may result in the ending of the therapeutic relationship.
- In accordance with the BACP Ethical Framework, I do not commence or continue work with a client who is seeing another psychological therapist. Please discuss with me if you are in another therapeutic relationship, or

considering moving to another therapist; so we can make suitable arrangements.

- I, the Counsellor, reserve the right to end counselling sessions if I have reasonable grounds to believe that any of the above are the case.

Contact between counselling sessions will be limited to practical arrangements and need-to-know information only. Personal materials should be kept for the next session. I am not able to accept requests, or private messages from clients on social media.

## 5. Social Media Policy

I have professional social media accounts which I use as a marketing tool for WellSpace Counselling and to provide education and information about how I work. You are welcome to follow me, but please be mindful of the following:

- It is important that what I know about you is what you choose to tell me within the safe environment of our sessions. To maintain this professional boundaries, I do not follow clients on social media platforms, or look at client's profiles.
- I cannot respond to direct messages or comments from clients. If you need to contact me between sessions, please use my WellSpace Counselling email address or website contact form
- If you choose to follow or 'like' content on WellSpace Counselling accounts, please be mindful that this may impact the therapeutic relationship and potentially your confidentiality (eg. if others were able to discern that you were a client of WellSpace Counselling).

I encourage you to bring anything that impacts you in terms of social media use, to your sessions, for us to discuss together.

## 6. Code of Ethics and Complaints Procedure

I am a member of the British Association for Counselling and Psychotherapy (BACP). All my counselling work is bound by its Ethical Framework, the latest copy is available on the BACP website: [www.bacp.co.uk](http://www.bacp.co.uk)

## 7. Counselling Online

It may be that we need or choose to conduct some counselling sessions online during the course of our work together. Please refer to the following guidance in this case:

- Please ensure that you secure your computer or smartphone, as well as your emails, against unauthorised viewing by third parties. It is recommended that you use a private computer/smartphone for your online

counselling, rather than one for work or public use.

- Please ensure your anti-viral protection is up to date.
- I, the Counsellor, will ensure my devices are secure at all times, as above
- Should we experience technical difficulties which prevent us from engaging in, or continuing an online counselling session, I, the Counsellor, will telephone you.

Creating a suitable environment for online counselling can improve the process and your experience:

- Turn off other devices (such as tablets, phone, TV) during the session to minimise distractions
- Set up a space where you can sit comfortably for the duration of the session, preferably with your device supported hands-free and set up so you remain clearly visible with adequate lighting
- You may wish to have a drink available and a notepad, pen and tissues nearby

After a session, it can be useful to take some time to adjust back to life around you and into your usual headspace; as you would do during a journey home from face-to-face counselling. It might be helpful to plan a short walk, or some time for yourself after an online session, before continuing with your usual activities.

## Agreement

I have read and understood the above information and agree to undertake counselling in accordance with the terms outlined in this Agreement

**[Client]**

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[Name]

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[Signature]

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[Date]

I, Hannah Beckett-Pratt, of WellSpace Counselling, agree to provide a counselling service in accordance with the terms outlined in this Agreement.

**[Counsellor]**

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[Name]

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[Signature]

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[Date]

