



Counselling Agreement

Between Counsellor: John Bate, and

Client (Name): _____

Address: _____

Date of Birth: _____

Contact Telephone #: _____

Email address: _____

GP: _____

Prescribed Medication: _____

Terms and Conditions

Confidentiality

I am committed to providing a safe, therapeutic environment for my clients.

All sessions will be conducted in strictest confidence and this confidence will be maintained and applied to all records, except in the following circumstances:

- Where you give consent for the confidence to be broken – i.e. sharing information with your insurer.
- Where the counsellor is compelled to do so by an Order of a Court.
- Where the counsellor reasonably considers that the information is of such gravity that confidentiality cannot be maintained (for example, aspects of terrorism, trafficking, treason or money laundering).
- Where the counsellor reasonably considers that there is a risk of serious harm to yourself or others.
- On occasions when there is a third person in the room I cannot guarantee that they will maintain confidentiality.

I am a member of the National Counselling Society and abide by their ethical framework. One aspect of working ethically is that I am required to undertake supervision (all counsellors should do this); although client issues are discussed within supervision, confidentiality is maintained and your identity will not be revealed. A brief record of the contents of each session may be kept. Notes are kept in secure electronic format, encrypted and password protected.

Counselling Model

I use a Transpersonal Integrative counselling model which means that I have a variety of psychological and counselling theories and 'tools' available to help clients if appropriate.

Counselling Sessions

Sessions will last for one hour and are normally weekly; the number of sessions varies with each individual. To start with we will have an initial assessment - a chance to see how we will work together, time to discuss the counselling contract and for you to tell me what has brought you to counselling. There will be regular reviews of the counselling sessions.

Fees & Payment:

Fees are £60.00 per hour and I request payment at the time of booking. I cannot guarantee that all insurers will cover the costs of our sessions and some insurers have specific terms and limitations, please check with them if this is relevant to you. Please understand that you will be liable for fees if your insurer declines to cover you.

Cancellation Policy:

Fees for cancelled or missed sessions are still payable unless 48 hours prior notice is given or if there are particularly extenuating circumstances. Please note that I will not see you if you are under the influence of alcohol and/or drugs.

Endings:

Normally, clients tend to know when they are ready to finish counselling, we can agree together on the work we need to do to prepare for this.

Complaints:

Any complaints about my work can be made through the National Counselling Society.

Privacy Policy:

I am registered with the Office of the Data Protection Commissioner, I hold the following data:

- Name and age – this is basic information that helps me get to know you
- Address, email address, phone number – I use this as a way of contacting you regarding your sessions. I will mainly use the method we agree on but if I can't reach you I may try a different method.
- Doctors details – If I was worried that you were at risk then I may need to contact your doctor, if I could I would tell you I was going to do this.

Data storage:

Any data on paper (such as this agreement) will be scanned and kept electronically; the original will be destroyed. Any notes from our sessions are kept electronically with encryption and password protection. Data is held for 5 years, which is the time frame my insurance company requires.

The Data Protection (Bailiwick of Guernsey) Law, 2017

I understand that by signing this section it has been explained to me that:

- I am giving my consent for John Bate to process my personal data for all purposes in connection with the provision of counselling services.
- I give my consent freely, and I have been informed that I have the right to withdraw my consent at any time. I have been advised that I have the option of refusing my consent.
- I understand that the processing of my personal data is necessary for the proper performance by John Bate of his responsibilities in providing counselling services to me.
- I understand that a brief record of the initial consultation and the contents of each counselling session may be kept. The Initial Consultation form does identify me, however notes of the counselling sessions will not identify me.
- I am advised that John Bate takes appropriate measures to protect the security of my data in his possession.
- My personal data will, except as follows, be accessed only by John Bate and his supervisor (in an anonymised form).
- I understand and consent to my personal data being disclosed to appropriate third-party agencies in any one of the circumstances set out in the terms and conditions section of the Counselling Agreement.
- I have a right to know what personal data John Bate holds regarding myself. I may ask for a copy of the information held.

If I have any concerns about the handling of my data, which cannot be resolved between us, I have the right to complain to the Office of the Data Protection Commissioner.

By signing this, I give my consent to John Bate processing my data and confidential information and disclosing this to third party agencies in accordance with the provisions of this counselling agreement.

Signed by Client: _____

Date: _____