



Counselling Contract Form:

In the process of counselling we will engage in a form of psychological or talking therapy that will offer you a chance to change how you feel and to live better.

This is a contract between Gerard Murray, Counsellor and _____

Address: _____

Telephone: _____

Email: _____

Occupation: _____

D.O.B: _____

GP Details:

Name: _____

Address: _____

Tel: _____

Frequency and duration of counselling

The duration of the therapeutic process will depend on the type of difficulty or problem the client is facing. Some people prefer to work with an open contract, whereas other people prefer to work with a fixed number of sessions followed by a review. In all cases, every six sessions the counsellor and client will review the therapeutic process together. This helps to assess whether the client's needs are being met and, this will also help (if required) to carry out the necessary adjustments and/or establish new goals for the process.

We have agreed a minimum of _____ sessions to begin our work together.

Payment:

Based on your needs we have agreed a fee of £_____ per hour for our sessions.

Cancellation Policy

Cancellation of sessions with less than 48 hours notice will incur the full fee. Gerard will always aim to give the client as much notice as possible of any holidays, training workshops, conferences or illness that might prevent him from being available at the time/day of the scheduled session. In such cases the counsellor will always aim to offer an alternative arrangement.



Confidentiality

If you have referred yourself for counselling then no one apart from Gerard Murray would know you have attended or what was discussed.

If you feel that someone may need to know information about your counselling sessions then we ask you to make this clear to your Gerard at the beginning of the sessions. For example, *if you have been referred to us by another party it may be in your interest for there to be some liaison.*

As part of my professional standards, from time to time I may need to share and discuss some of the information in our sessions with a qualified supervisor, always under a strict confidential and professional framework. The client identity is always kept anonymous.

Where written confirmation may be required to be passed on to a third party, this is restricted to a minimum. We are not able to provide in-depth reports on the sessions or give opinions or diagnosis.

Exceptions

In certain circumstances, Gerard may have to make exceptions to the general rules of confidentiality:

1. If Gerard thinks there is a serious risk of harm to yourself or others.
2. Where Gerard cannot contact you but suspect you are in danger. For example, if you had not been seen for several days and colleagues and friends felt concerned, Gerard may disclose information without your agreement.
3. Where there is a legal requirement to disclose information. This could be because it has been ordered by a court, or because the law requires, for example under the Terrorism Act 2000 or the Drug Trafficking Offences Act 1986, for information to be passed on without consent.

In the first and second of these cases, Gerard would attempt to talk this through with you beforehand if possible.

Notes and Record Keeping

Our policy is to keep minimum notes and records. The information we do store includes:

- Personal information, such as your name, date of birth, address etc;
- Background information that might be relevant to the counselling process;
- Your signed contract with us;
- Confidential case notes (describing the main focus of the session with any important information);
- Information for service evaluation and statistical purposes.



You can request in writing to see the information held on you.

If you have any concerns about our policy on confidentiality and note-keeping, you're welcome to discuss it fully with your counsellor.

Influence of alcohol or substances

Sessions will not take place if the client is under the influence of any misuse of alcohol or substances.

Complaints:

Gerard is an Accredited Counsellor with the British Association for Counselling and Psychotherapy (BACP). Any complaints about his work should be made through BACP on 01455 883300

PLEASE READ THIS CONTRACT CAREFULLY

Check what we have agreed today. If you wish to negotiate any changes I will be happy to do so before you sign.

This agreement is fully understood and agreed to and is signed as it stands by:

Name: _____, Client

Name: _____, Client 2 (if needed)

Name: _____, Counsellor Gerard Murray

Date: _____