

# Client Information Sheet and Contract for Counselling

## Session Bookings

Once a day and time has been agreed, this session time of 50 minutes weekly or twice weekly, will be reserved for you on a permanent basis. This will only be changed by prior agreement between us.

January 2009: .....

## Missed Sessions

Except in the case of pre-arranged holidays (**maximum 4 weeks per year**) all cancelled or missed sessions will be charged for. In the event of me not being able to attend for your session because of illness, I will give you as much notice as possible and offer you an alternative time if appropriate.

**If you wish to contact me please phone/text my mobile: 07811 643742.**

## Session Fees

The session fee will be between £30-£55, which is reviewed on a yearly basis in April, and will be negotiated at the first session. We have agreed ..... per session. Session fees are paid weekly.

## Duration of Counselling

This can be an open-ended arrangement to continue for as long as is needed, or can be for a specific number of sessions or length of time agreed between us (usually with a minimum of 12 weeks). We have agreed ..... Termination of counselling will be agreed mutually and I ask that this allows at least four weeks in order that we can have a proper ending together.

## Confidentiality

Any personal information you give is treated in strictest confidence. No information will be passed on to another agency without your permission, unless in exceptional circumstances, for example, the requirements of a court of law, disclosure of abuse or child protection issues.

I receive supervision from an experienced therapist who is also a qualified supervisor.

## Complaints

I abide by the British Association for Counselling and Psychotherapy Ethical Framework for Good Practice and am on the United Kingdom Register of Counsellors & Psychotherapists. Therefore, your interests are safeguarded by these two regulating bodies and complaints can be made through their procedures.

## Fire Alarm

The building has an automatic fire alarm. If you hear the continuous bell sound, please immediately evacuate the building via the front door. If we are together I will escort you out of the building, otherwise, please proceed by yourself and meet me at the Fire Point in the street.

**If any of the above is unclear, or you have any other queries please feel free to ask questions.**

**Su Stokes**

**MBACP (accred.)**

Signed: ..... Su Stokes

Client: ..... date: .....