



SJ Private Counselling's Contract

sjprivatecounselling@gmail.com

07821544187

Confidentiality policy - My aim is to provide a suitable environment in which you may share your personal experiences. Understanding the limits of confidentiality is an important step in forming a therapeutic relationship with me as your counsellor.

Information you disclose will be kept private, unless;

- You give me written consent to release it to a specified health professional.
- Where statutory law requires me to inform the relevant authorities (such as terrorist activities, drug trafficking or abuse of a child or vulnerable adult).
- Where I feel it is appropriate to consult with, or involve other professionals such as your GP in circumstances where there is a risk of harm to you or to a third party. In such cases I will try to discuss any action with you first.
- Where in extreme cases I am legally compelled by a court of law.
- I am legally obligated to release case notes of your sessions if they are subpoenaed by a court of law.

All counsellors are required to be in supervision and I will take relevant issues from the counselling relationship into supervision. In supervision, I will take care to preserve clients' anonymity.

Sessions

Sessions last 50 minutes, and occur weekly at the same time and day. The whole session time belongs to you, If you arrive part way through your allotted time, I will see you for the remainder of the time.

It is suggested to have 6 sessions to start, then to review and see if to extend, but this decision is yours to make.

If you no longer want to attend counselling, it is best to have an ending session

Sessions will not take place if you arrive under the influence of alcohol or non-prescribed medication.

Please note any threats or acts of violence will invalidate this agreement and counselling will cease.

Commitment

Counselling requires hard work and commitment on your part, but is often found to be helpful. Counselling can be a challenging process and people's reactions may vary. Sometimes people feel relief at sharing their feelings and feel that further sessions are not necessary. Others may feel unsettled as they discuss difficult issues and become anxious about continuing. Whatever your



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experience is it is worth discussing your thoughts and feelings with me rather than not attending or cancelling your appointment .

Fee and Cancellation policy-

The session cost £40.

Your appointment will not proceed unless a deposit of £20 is made, Which needs to be paid at the end of every session or within 48 hours of the last session. If payment has not been received, your appointment time may be scheduled for another client.

Should you need to cancel an appointment please give me a minimum of 48 hours

Notice. If 48 hours notice is not given, you will lose your deposit for the missed session and another session will not be made until a £20 deposit is made. Finally, if I don't have any contact from you for 2 weeks of the missed session, I will assume that you are no longer able to attend and will not contact you.

You will be notified of any holidays to be taken by myself well in advance. However, there may also be occasions when sessions may be cancelled because of illness or because of attending training sessions or meetings. I will try to give you as much notice as possible of any cancellation, and will offer an alternative time. Therefore, please notify any change in the contact details.

Social networking policy-

I will not respond to invitations from clients to connect on social networking sites, nor will I respond to internet postings of my clients.

Please understand that if you post or "Like" on my Facebook business page you may imply that you are or have been a client of mine and thereby may compromise your confidentiality.

Ethical Framework

I'm a member of the BACP (British Association for Counselling and Psychotherapy). I adhere to their Ethical Framework for Good Practice and a copy of this code is available on request. I keep my CPD up to date, have regular supervision. I am DBS checked, fully insured and



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Data protection policy-

Registered with the ICO (Information Commissioner's office.). Notes may be taken after each session, which will be kept in accordance with the Data Protection Act (1998). These notes will be securely stored and will have your code not your name.

Your contact details are held securely for up to 1 year after the therapeutic process has ended and session notes will be held securely and confidentially for 5 years after the therapeutic process has ended, at which point they will be deleted or destroyed accordingly.

You have the right to ask for a copy of your personal information, also the right to ask me to amend or change any incorrect information about you.

I will ask you to sign this statement to confirm you are happy with the way your personal information is being collected, stored and used.

You have the right to ask me to erase any information that I hold about you.

This includes your personal information that is no longer relevant to original purposes, or if you wish to withdraw consent. In all cases and when considering such requests, these rights are obligatory unless it is information that I have a legal obligation to retain.

I would Like to be contacted by:

Phone Email

I, the client agrees to the terms in this contract, between me (the Client) and Sarah-Jane Archer (the counsellor)

Clients Name: _____

Clients Signed: _____ Date: _____

Address _____

Phone no: _____

Email _____

GP Address _____

GP Phone no: _____



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COVID-19 Contract



Video call (Coronavirus (COVID-19))

You will need to sign the contract before the session but please understand this does not commit you to the counselling process and you can change your mind at any time. Once the contract is signed, I will send you an invite to a video call meeting (Google meet). You will need a private space, where you won't be disturbed for the 50 min session. You will need to take responsibility for keeping your data safe on your own computer. If we get cut off or the signal goes, I will try to reconnect twice, if no luck, then I will phone you to discuss your options. My computer is password protected and I am the only person who uses my computer. I have the latest Anti-virus protection on my computer. I will make sure I'm in a private space and will wear headphones to protect your privacy.

COVID-19 face to face safety protocol

You won't come to session if you or your family has systems of COVID-19. I will do the same.

Seats are 2metres apart

Hand sanitiser to be used on entering the room.

I can wear face shields and/or masks, if this would help you feel more comfortable.

You can wear a mask, this is a decision that is up to you.

You are to enter the room first and use the hand sanitiser. You will be asked to sit on the chair near the lamp and then I will enter the room, close the door.

Payment can be taken by card, bank transfer and cash.

I will leave the room first, then ask you to leave the room and remember to keep 2 metres apart.

I, the counsellor will send a text on the day of your session to confirm that both yourself and I are COVID-19 clear.

I, the client agrees to the terms in the contract called COVID-19 Secure, between me (the Client) and Sarah-Jane Archer (the counsellor)

Clients Name: _____

Clients Signed: _____ Date: _____