**Counselling Contract**

**Counsellor’s name:** MsEva Vass MBACP

**Contact:** chavele76@protonmail.com

**Aims:** The aim of counselling is to provide you, the client, with a confidential space to explore your personal issues safely. My role, as your counsellor is to help you through this process without any judgement or telling you what to do. During counselling you, the client will make the decision of what goals to achieve and how to work towards them with my assistance. If at any time I feel I can no longer help you, I will look at alternative referral options with you, to ensure you can access the most appropriate support. I am committed to providing an anti-discriminatory service. I strive to ensure that this practice is present in all our work together.

**Confidentiality**: I maintain confidentiality in accordance with the British Association of Counselling and Psychotherapy (BACP) Ethical Framework for Good Practice in Counselling and Psychotherapy (Code of Ethics). I am a registered member of the BACP and bound by their Code of Ethics. Your identity and personal details will be protected by me. However, there may be circumstances which necessitates breaking confidentiality. This may be when according to my judgement there is risk to yourself or to others, or if there is a risk to a child. When it is deemed necessary to break confidentiality, this will be done where possible with your consent and only to those parties who have an absolute need to know. I retain the right to break confidentiality without prior consultation with you should I consider that the urgency of the situation requires me to act immediately to safeguard the physical safety of yourself or others. I receive regular **supervision** in accordance with the BACP Code of Ethics to provide the best possible service to you. The Supervisor also abides by the same standards for confidentiality.

**Record and note keeping**: Under the BACP Code of Ethics, I will keep client records (short summaries about what happens in session). The client record is kept in accordance with data protection rules principally contained in The Data Protection Act 1998. Any requests for sight or copy of these records by you or your representative must be made in writing to me.

**Sessions and cancellation:** Sessions last 50 minutes and will generally be weekly. Sessions are charged at £ Payments are required in advance by bank transfer 48 hours prior to the session. Reduced fees can be negotiated for students or clients on low income.

It is expected that the session will begin at the **agreed time**. Any session that begins after this time due to late client arrival for whatever reason cannot be extended beyond the agreed finish time. In the event of not being able to attend a pre-arranged session, you must provide **24 hours’ notice of cancellation** to your counsellor. I will also give you 24 hours’ notice in case I need to cancel a session. If notice for cancellation of a session has not been given, the session will be charged for. If you miss two sessions of counselling without prior notification, or very late notification – your counsellor may assume that you no longer require and may close the referral. **Holiday plans** should be notified at least **2 weeks in advance**. I will also let you know about my holiday plans 2 weeks prior it is due. Your decision on **terminating therapy** also requires 2 weeks’ notice.

I may be contacted on the number above. Please text or leave a voicemail and I will respond at the first opportunity. I am not an emergency service. If you need to speak to someone immediately or urgently, please contact your GP, the Samaritans (08457 909090) or in an emergency dial 999.

I hereby agree the terms of the contract and give consent for my counsellor to hold written or electronic records relating to my contract with them:

Signed (Client): Date:

Signed: (Counsellor): Date: