

Email : martinkaren076@gmail.com

Telephone : 07530196912

Contract for counsellor and client

Method of delivery ( underline preference )

Face to face Online Telephone

Each of your sessions will last up to 50 minutes (EMDR is a 90 minute session ). These will be weekly and at the same time unless specified .

**Day: Time:**

We will negotiate a date for ending the sessions together and will regularly review our progress and plans for the therapeutic work. Whist I understand clients may have dependencies on drugs and/or alcohol, the session will not be able to go ahead if you present as having consumed alcohol or taken drugs before coming to your appointment.

**Contact:**

How would you be liked to be contacted ? underline those applicable .

Text Email What app

**Supervision:**

As a counsellor I am required to discuss our work with a qualified supervisor in order to ensure you are receiving an ethical and high quality of service. Your name will not be displayed in supervision, in order to protect your privacy.

Confidentiality

Counselling sessions and your records are Strictly Confidential. Exceptions to this include:

* You disclose any children or vulnerable adults are/have been or at risk of being abused or harmed.
* You disclose serious harm i.e., self-harm or suicidal risk may be intended to yourself or another.
* I am required to disclose information by law, a court subpoena for admission of evidence.
* Offences relating to terrorism, money laundering etc.

I will keep you fully informed of the need to break confidentiality and keep you up to date.

**Records:**

Notes may be taken as part of the counselling process. You may request access to these. I keep your assessment forms and contact details separately to retain your anonymity. Records are kept for 7 years from the date of your counselling assessment in line with BACP guidelines. Your records are numbered and kept in a secure place and destroyed at the end of that time.

Payment

Payment is required in advance of service, ideally 24 hours in advance. If you need to cancel or re-arrange your appointment, please telephone 07530196912 and leave a message if no answer or email at [martinkaren076@gmail.com](mailto:martinkaren076@gmail.com). I request you to provide at least 24 hours’ notice to cancel your counselling session, then no fee will apply.

Cost of counselling session = £50.00

EMDR ( 90 minute session) = £70

Client’s signature Date

Therapist’s signature Date