

CLIENT CONTRACT

Confidentiality will remain between client and counsellor/therapist other than for counsellor/therapist's supervision, complying with legal requirements or training purposes.

Contact between client and counsellor/therapist will remain within the boundaries of the therapeutic space.

Client confidentiality will be maintained, subject to the following clauses:

- If the counsellor/therapist has reason to believe that the client poses any risk to others and particularly to children
- If the counsellor/therapist has reason to believe that the client's life may be at risk

The client agrees to tape recording of sessions and/or use sessions for case studies if required for training and supervision purposes.

In the case of any of the above the counsellor/therapist will discuss with the client any further action such as involvement of other agencies prior to contact with the appropriate agency.

The counsellor/therapist will work ethically to BACP guidelines throughout any therapeutic alliance.

The counsellor/therapist will explain the particular therapeutic approach taken during therapy.

The client is referred to Breathe Counselling Guide, which explains the many different therapeutic approaches that could be used.

The number of counselling/therapeutic sessions will be limited to a maximum of 8, although additional sessions may be agreed if the counsellor/therapist feels it is appropriate following consultation with their clinical supervisor.

There is a charge for individual counselling/therapy: from £50.00 per session (waged) and £5.00 per session (unwaged/). Payment should be made to the member of staff on duty in the office. Please discuss this with a member of staff when you complete the referral form.

Sessions will last for no more than 50 minutes unless otherwise agreed with the client.

Clients **must give at least 24 hours' notice** to the office manager/counsellor/therapist if they cannot attend counselling. If you fail to attend two appointments without sufficient reason your counselling/therapy will finish and you will go back on the waiting list.

Records will be kept open for up to four weeks for clients who want to pause counselling/therapy. After this, clerical records will be destroyed and only digital records will be maintained as

described above.

Clients will be expected to disclose to the counsellor/therapist any involvement with other agencies such as mental health, probation or other counselling or therapists.

Client notes are kept securely under the requirements of the General Data Protection Regulation. Clients may request to see the notes made by their counsellor/therapist. Such requests must be made through the counsellor/therapist and project manager.

Clients arriving for sessions whilst under the influence of non-prescribed drugs or alcohol may be seen but no counselling work will be done. If the client is clearly intoxicated the session will be cancelled.

It is advisable to avoid non-prescribed drugs and alcohol for a minimum 24 hours prior to sessions.

Any problems arising from your therapy should be discussed first with your counsellor/therapist and, if necessary, with the office manager.

Clients may have access to their records, subject to discussion with the counsellor/therapist's supervisor. We will need two-weeks' notice for these records to be made available.

You can contact your therapist through the lead counsellor/therapist on 02920440191 or email hello@breathe-uk.com

I have read, discussed with the counsellor/therapist and fully understand and agree to abide by the above contract.

Signed (client) **Date**

Signed (counsellor/therapist) **Date**