

# Client Agreement

## About me:

**My name is Peter Edwards**

**My contact number is 07917 666 494**

**My email address is Peter@CounsellingPlus.co**

I am a Registered Counsellor with the British Association for Counselling and Psychotherapy (BACP). I conduct my counselling practice within the BACP 'Ethical Framework for Counsellors'. This document can be found at [www.bacp.co.uk](http://www.bacp.co.uk).

If at any point within your counselling you think that I am in breach of this code of ethics, I would hope that you would feel comfortable to discuss this with me and that we could find a resolution to the situation. If we were unable to do so, I will provide you with contact details where you could express your concerns directly to the BACP. (These are also available via my website at [www.counsellingplus.co](http://www.counsellingplus.co)).

I work in private practice offering face-to-face and telephone counselling. I am committed to offering a service which is welcoming to people of all backgrounds in a supportive and non-discriminatory manner.

## How I Work With You

We will agree appointment times to meet at 3, Clovelly View, Turnchapel PL9 9SY. This could be weekly, or more or less frequently if you request this. My normal fee is £30 per session though I may adjust this if a client is a student or in receipt of benefits. Payments is required in advance by cash, cheque, or PayPal.

Sessions are usually 60 minutes long, which is common practice for Counselling work. The length of sessions can be varied if appropriate, by agreement. Usually, weekly sessions are best through more or less frequent meetings can easily be agreed depending on your situation and preferences. I make appropriate, confidential notes on each session.

## What happens if you have to cancel the appointment, or do not arrive?

If you have made payment for a session but are unable to meet at the appointed time due to unexpected or other personal commitments, I will retain the fee for the session unless you give a minimum of 24 hours notice. In exceptional circumstances I may refund your fee for the appointment.

If you arrive by car please do not park in Clovelly View as parking for neighbours' cars is limited. Free car parks are available a short walk away at both entrances to Turnchapel Village. If you are disabled, I can arrange parking close by with prior notice.

**Please arrive no earlier than five minutes prior to the appointment start time as other clients may be leaving just before, and it is important to maintain confidentiality. I arrange a minimum gap of 15 minutes between appointments.**

I will give reasonable notice of any holidays I intend to take; if I am sick I will endeavour to notify you as soon as practicable.

If you do not attend two consecutive sessions without prior arrangement, this agreement will automatically expire.

## About the way I work

### Confidentiality and Security

I am registered with the Data Commissioner's Office and I will keep your information secure as required by law. Any information about you and what we discuss in our counselling sessions will not be communicated with a third party except for the purposes of supervision of my work (this is standard practice and required under the Code of Ethics). Your identity will not be revealed to my Supervisor<sup>1</sup>.

I am legally bound to make disclosure to the authorities if:

- I believe you are likely to cause serious harm to others;
- you reveal that you are involved in money laundering or terrorism;
- a Court of Law requires me to submit my case notes or give evidence.

If at any point during the counselling I believe that you are at serious risk or in need of emergency support, I may ask for your consent to contact your GP or other health service.

All personal information disclosed to me will be kept confidential and not used for any purposes other than a counselling record. All client data is treated in complete confidence and is destroyed 8 years after the end of our work together. I do not retain written records.

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<sup>1</sup> Please note that if we encounter each other outside our therapy sessions I will not greet you unless you greet me first - otherwise there is a risk that your confidentiality may be broken. Ignoring each other in such circumstances is not rude!

### Guidelines for emergency contact

Were you find yourself in a major crisis and considering serious self harm it would be vital to get immediate help. This could include contacting your GP or your nearest accident and emergency service (A & E). You could also call the Samaritans on 0345 909 090.

Client Name (block capitals):	Signature:	Date:

Counsellor's Name:	Signature:	Date:
Peter Edwards		

## Your Details

GP's name and practice: (contact will only be made where clients agree that contact is appropriate, or in an emergency).

Are you currently on any medication? If so, please state what this is and dosage.

Your telephone:		
Is it OK to leave a message on this number?		
Email address:		
Is it OK to put you on my email or postal list? (I will not share this with anyone else.)	Yes	No
Your address:		
	Post code:	

What is the main reason for you coming to counselling?		
Relationship issues	Anxiety/stress	Bereavement
Abuse	Domestic violence	Self esteem
Anger	Eating disorders	Work
Depression	Psychosis	Addictions
Trauma	Physical problems	Cognitive
Stroke related issues	Personality problems	Other

Your age:	
Date of birth:	

Gender:	Male:	Female:
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Do you have a disability?	
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Ethnic background:	White English/Welsh/Scottish/N Irish/UK
	Irish
	Gypsy or Irish Traveller
	Mixed ethnic background
	Indian
	Pakistani
	Bangladeshi
	Chinese
	African
	Caribbean
Other (please state):	

Religion or belief:	No religion	Christian
	Jewish	Buddhist
	Muslim	Sikh
	Hindu	Other

Sexual Orientation	Heterosexual	Lesbian
	Gay man	Bisexual
	Transgender	Prefer not to say