



COUNSELLING WORKING AGREEMENT

This document outlines how we will work together. Please read it carefully and keep it in a safe place. This agreement applies to all UK sessions.

Professional information

I hold a BA (Hons) in Person-centred counselling from Middlesex University. I am an accredited member of the British Association of Counselling & Psychotherapy (BACP) and adhere to their ethical framework. Any professional concerns, please raise them with me first to aim to resolve them.

Confidentiality

All sessions will be conducted in the strictest confidence, and this confidence will be maintained and applied to any records, including brief clinical notes I am legally required to keep for 5 years, per GDPR. There are some caveats to this confidentiality, and I endeavour to speak to you first where possible:

- 1) Serious and imminent risk to yourself or another person
- 2) Disclosure of terrorism, human trafficking, or money laundering
- 3) Where production of material is compelled by an order of a court

Therapeutic Principles

Building a therapeutic relationship built on trust, respect and autonomy are values I base my work on. I will emotionally support you through whatever you bring to sessions. I offer you a safe space to be your authentic self with an opportunity for reflection and change. The counselling relationship does not provide solutions or guarantee a resolution of the issues discussed.

Attendance Agreement

All sessions are weekly (unless otherwise agreed) and last fifty minutes. Late starts must still end on time. If you need to cancel or change a session, please let me know via email at caroline@counsellingforwomen.co.uk or telephone at 07774 194800 at least 48 hours in advance.

Less than 48 hours' notice means the full session fee will still be charged.

These contact details provided are for appointment changes only. Other issues should be kept for the sessions. In case of emergency please call the UK Samaritans on 116 123, or the emergency services on 999.



Please notify me at least 2 weeks before if you have holidays booked. I will do the same for you and there will be no session fee at either of these times.

Supervision

This is a vital, ongoing support for therapists to ensure safe, ethical and best practices. I anonymise anything discussed with my BACP registered supervisor.

Fees Online / Phone **£65** In-Person **£75** Meela **£85**

I kindly ask for full payment for online sessions using Stripe™ before your session. In-person sessions are to be paid cash / Stripe™ payment link on the session day. Concessions are to be discussed individually. Insurance clients are liable to pay for any missed sessions and any excess on their policy.

Therapy Duration

Everyone's therapeutic journey is different thus there is no set amount of sessions. We will periodically co-review to ensure you are getting what you need. Working towards a planned ending can be helpful, therefore if you decide to end working together, please give as much notice as possible, and ideally have at least one session to reflect and bring our therapeutic work to a close.

Governing Law

This agreement and any non-contractual obligations arising in connection with it shall be governed by English law. The courts of England and Wales shall have exclusive jurisdiction to determine any dispute arising in connection with this agreement, including disputes relating to any non-contractual obligations.

I reserve the right to vary these contract terms from time to time; I will endeavour to give good notice. Fees are revised on an annual basis.

Consent to Working Agreement

I have read and understood the working agreement:

Client.....Date:.....

Counsellor.....Date:.....