



## Change & Grow

### **Counselling Contract**

COUNSELLING is a confidential process designed to help you address your concerns, come to a greater understanding of yourself, and learn effective personal and interpersonal coping strategies. It involves a therapeutic relationship; it is my role as a counsellor to support you through this process without judgement.

I am a qualified Integrative Counsellor, which means I draw from different approaches such as Humanistic, CBT and Psychodynamic. All of my work is underpinned by the British Association of Counselling and Psychotherapy (BACP) and National Counselling Society (NCS) guidelines for ethical practice. I also hold professional indemnity insurance. Sessions will take place at the same location and at the same time where possible each week on the agreed way we are working such as online, telephone or as face to face. Should you need to have a different time for your appointment, please ask ahead of time so I can try to accommodate you to avoid disappointment.

The duration of the sessions are 50 minutes.

### **Online Sessions and Telephone Sessions**

I recommend you use a private, safe and quiet space in which to carry out your online or telephone counselling. This will help you to feel safer for you to explore any difficult issues. And to ensure your confidentiality. I will be using headphones for both online and telephone sessions. This is so I am the only person within my environment who will be able to hear you. I aim to make our working therapeutic space a confidential and consistent safe space. If we are working online, where possible please use a private password protected computer and private e-mail address. Virus and spyware definitions are regularly updated on my computer; I ask that you carry out similar safety precautions on your own computer. If the internet becomes a problem and we become disconnected, we can convert the session to telephone please have a telephone available if needed.

### **Face to Face**

The location for these sessions is the Mamabear Herbal Clinic, 47 Capel Road, Oxhey Village, WD19 4AE. Sessions are charged at £60.00 per 50 minute session payable as bank transfer or cash.

Bank details will be provided at request. Please add your name or initials to the transfer to make it easier for me to check for my accounts.



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### **Cancellation**

A minimum of 48 hours' notice should be given in the event of needing to cancel a session. If less than 48 hours' notice is not received partial payment will be required. If less than 24 hours' notice is given full payment will be required. If there is a need that I, your counsellor, have to cancel your appointment, I will give you a minimum of 48 hours' notice where possible.

### **Change & Grow Counselling Services**

Mamabear Herbal Clinic  
47 Capel Road,  
Oxhey Village,  
WD19 4AE  
T: 07541 957662  
E: [info@changeandgrow.co.uk](mailto:info@changeandgrow.co.uk)

### **Confidentiality**

All interactions within counselling, including scheduling of and attendance at appointments, content of your sessions, progress in counselling, and your records are confidential. You may request in writing that I, your counsellor, release specific information about your counselling to a person that you designate. Any data I have to keep in accordance to my attached privacy policy is mainly stored on paper, including this contract, contact details and brief session notes are all locked in a filing cabinet if any data is kept electronically this is encrypted and password protected all data is only kept for the necessary amount of time.

### **Exceptions to Confidentiality**

If there is evidence of clear and imminent danger of harm to self or others, I am legally required to report this information to the authorities responsible for ensuring your safety.

Any illegal activities that include acts or planned acts of terrorism. Child protection issues, where a child could be at risk of harm or neglect, must be reported to the appropriate authorities as not to disclose would break the law.

### **Unexpected Illness or Endings**

In the event of anything happening to me that prevents me from attending a session or from continuing the therapeutic work together - such as illness or death, I have appointed a Therapeutic Executor who would be able to access your contact details and inform you and suggest an onward referral.



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### Supervision

All counsellors who work under the BACP and NCS ethical code. Attend regular supervision as part of their practice. Its aim is to check I am working safely and to improve my practice.

Your anonymity will be protected at all times during this process.

I appreciate prompt arrival for appointments. Please notify me at 07541 957662 if you will be late as this will result in a shortened session which will be fully payable.

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I have read and discussed the above information and the privacy policy with my Counsellor. I understand the risks and benefits of counselling, the nature and limits of confidentiality, and what is expected of me as a client. I give my permission to Maya Ladwa to make contact with the appropriate external agencies if there arises a reason to believe I am a danger to others and myself.

Client Name:

Client Signature:

Date:

Counsellor Name:

Counsellor Signature:

Date:

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