**Contract for Individual Psychotherapy/Counselling**

* Number of Sessions: This is always mutually agreed but I usually suggest with clients that we meet for 6 weekly sessions initially and then review our work to ensure you are getting what you need. The sessions are 50 minutes long.
* Fees: £50 per fifty-minute session, with our initial meeting lasting sixty minutes at a rate of £60. Payment is made 48 hours prior to each session, or can be paid in full in blocks of 6 weekly sessions.
* Cancellations: All appointments cancelled or missed are charged in full unless 48 hours’ notice is given. If you are unable to attend an appointment, I would appreciate being notified about this. If in exceptional circumstances, I needed to cancel a session I would give you as much notice as possible.
* Termination of therapy: This is normally related to goal completion and mutually agreed.
* Method of Payment: I prefer to deal with appointments and fees prior to our session and to be paid by cash or bank transfer.

Bank details: Ms. C. Green, Sort Code: 40-45-21 Account number: 31106473

* Holidays: I will notify you of my holiday leave well in advance.
* Contact outside of Therapy: If you need to contact me between sessions please telephone me if possible. Email is not always a reliable way of contacting me.
* Late/early arrival: It is expected that the session will begin at the agreed time. Any sessions that begin after this time due to late arrival cannot be extended.

**Confidentiality & Good Practice**

An important aspect of any counselling relationship is confidentiality. For therapy to be beneficial it is important that you can speak openly about yourself and any difficult aspects of your life. Consequently, I believe that it is important that you understand the parameters of confidentiality before you start therapy.

In most circumstances, your confidentiality will be upheld and always maintained. As I always say to my clients, “What is said in this room stays in this room.” However, there are exceptions where I may be required to break confidentiality and this would only be if I feel that you are in danger of hurting yourself or someone else, that terrorist activity is suspected or I am compelled by a court of law. In any circumstance I will always aim to discuss this with you.

As a professional I subscribe to the codes of Ethics and Practice of the British Association of Counselling and Psychotherapy (BACP). Supervision is an essential component of my counselling work and it is a place where I may discuss our work together with another professional. Supervision helps me to monitor and review the quality of my work and ensure that the highest ethical standards are maintained.

Primarily, the first session is used to explore the possibility of our working together.  It is a chance for you to ask me any questions about how I work and what counselling entails.  We can discuss what your expectations of counselling are and any anxieties you might have.

We are all individual, so the number of sessions will vary from person to person. My commitment to my clients is to work effectively to minimise the number of sessions. However, our work together can carry on for as long as you desire it to. Usually we would meet once per week for a 50-minute session. We will agree a mutually convenient time for this meeting.