

*Therapeutic Agreement (amended 2021)*

*In keeping with good practice guidelines, this agreement has been drawn up in order to clarify key points about the sessions, with adaptations to accommodate any changes necessary to facilitate online counselling appointments*

1. Duration: Sessions last 50mins. Please arrive online punctually as each appointment needs to finish on time.
2. Frequency: Appointments take place weekly (or as agreed). In some instances, it may be beneficial for a client to have sessions more frequently though this can be discussed at the appropriate time.
3. Payment: Payment is due at least 24 hours prior to each session via bank transfer (bank details included herewith) [[1]](#footnote-0). In the event that payment is made by another party or organisation, please sign in the space provided, acknowledging that you give permission for payment details/reminders to be sent via email/text to the named person(s) and/or department (In the case of invoices, your name, the date of the session(s) and the amount due is the only information that will be included)
4. Cancellations & Missed Sessions: Full payment is due for all missed/cancelled sessions. If 7 days or more notice can be given and *if* it is possible to re-schedule a cancelled session during the same week, then day/time options will be explored.
5. Drugs &/or Alcohol: Please avoid using non-prescribed psycho-actives/mood altering substances prior to your session.
6. Confidentiality: Confidentiality is very important and what you discuss with your therapist is only shared within the context of clinical supervision. However, there may be rare occasions when confidentiality needs to be renegotiated. This would be at times when clients may present a serious danger to themselves or others, when it would be necessary to disclose personal information, for example, to your GP or others who may be involved in your care (e.g. a psychiatrist, mental health team, designated family member etc.) Should these circumstances arise, I would try to discuss my concerns with you first and would prefer to gain your consent before any disclosure was made. As an accredited counsellor/member of BACP[[2]](#footnote-1), any disclosure involving a relevant professional would be handled according to established professional and ethical procedures, on a need-to-know basis. In addition, and in line with the GDPR (General Data Protection Regulation) 2018, you can view any written materials held on file should you so wish. A 28 day notice period is appreciated.
7. Ending The Counselling Contract: The ending of the therapeutic relationship is an important part of the work and a minimum of four weeks notice is advisable in order to process and/or complete any unfinished business. In the case of long-term therapeutic work, more time may be needed. This may not apply to short-term counselling work, agreed in advance and where the time-limited arrangement refers to a contract lasting between 6 and 12 sessions.

I agree with the terms & conditions of this agreement.

Clients Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Signature (if appropriate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please ignore this next section if you are making payments directly for your sessions***

As payment will be made by someone else, I give permission for the invoices to be sent in accordance with Section (3) of this form

Clients Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Named Person/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. HSBC Bank/Account: 31156845/Sort: 40-47-17/Acc. In name of Stephen Barlow [↑](#footnote-ref-0)
2. British Association for Counselling & Psychotherapy [↑](#footnote-ref-1)