

# As You Are: Counselling Agreement

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A warm welcome to As You Are (AYA). This is an agreement between you (the client) and me, your AYA counsellor.

## **Counselling Offer**

AYA offers 24 consecutive, weekly counselling sessions which take place at the same day, time and location each week (excluding holidays and building closures)

AYA offers 50 minutes for each session.

The first 4 sessions are offered as an opportunity for both counsellor and client to check out the 'fit' and see whether it is possible to work together. There may be times where you may benefit from being referred to another counsellor, or perhaps another service, and you are within your rights to make this request. You may wish to consider using the first 4 sessions to:

- Get a feel for what counselling involves and how it might help you – ask questions, raise any thoughts and concerns
- Consider the practicalities of the counselling ie. affordability and paying, timings, confidentiality
- Take time to discuss your hopes and expectations of counselling
- Work with me to decide whether I am the right counsellor for you

Commitment to the counselling is very important, and therefore if you do not attend for 3 sessions within the first 12 sessions offered, we will need to end the counselling.

## **Fees and Payment**

The cost of counselling is agreed at \_\_\_\_\_ per each 50 minute session.

If paying by cash I request that payment is made to me on the day of the session. If payment is made by BACS transfer, I request that you make this transfer on the same day as your counselling session. Please remember to reference your client ID number

The fees do not intend to cause financial hardship. Please discuss with me should you have any challenges relating to affordability or payments and this can be discussed. In order to prevent the risk of financial distress, I will work with you to avoid building up an owing amount. Therefore, if payment is not received for 3 sessions, the counselling will be ended.

## **Holidays, Cancellations, Lateness and Ending**

### Holidays and Cancellations

If you intend to take holiday, I ask that you give notice for the sessions you are away. You are required to pay 50% of your counselling session cost on the weeks when you are away. You will not need to pay 50% of the fee when I am away.

There may be circumstances where you need to cancel your session. Should you give less than 24 hours' notice of a cancellation, then the full session charge will be payable. Should I need to cancel a session you would not be charged. To cancel a session please contact me directly.

You are offered a total of 24 weeks of counselling. Where sessions are missed due to cancellations or holiday, you will lose that session entitlement. If I am away or miss a session, your session entitlement will not be impacted.

### Lateness

I am committed to holding the space for you. I ask that if you are running late, please let me know by text or phone call. I am happy to wait for you if I know you are on your way. If I have not heard from you, I will wait for 15 minutes before assuming that you are unable to make the session. Please note that if you arrive late to your session, we will still need to finish on time.

### Ending

You reserve the right to end your counselling at any time. If it is possible, I would encourage you to give 2 weeks' notice of your intention to end sessions. This allows us to review our work together and say goodbye in a way which feels possible and meaningful for you. Should you decide at any time that AYA is not the right service for you, you are welcome to end your sessions and I can work with you in signposting to alternative services if that would be helpful.

## **Confidentiality**

Your sessions are confidential within the service. There are exceptional circumstances in which confidentiality can be broken and these include:

- You show intent to seriously harm yourself or others
- You share something that leads me to believe a child or vulnerable adult is at serious risk of harm
- You share during counselling that you have committed a serious crime or show intent to commit a serious crime
- You reveal intent to commit an act of terrorism or are dealing in drugs or money laundering
- AYA is ordered by a court of law to disclose information about you

Should I need to break confidentiality, I would endeavour to discuss this with you and explain how I will break the confidentiality and what might happen next.

## **Supervision and Professional Conduct**

AYA is a member of the British Association of Counsellors and Psychotherapists (BACP) and adhere to their ethical guidelines which you are welcome to request. Should you have any concerns about my practice or wish to raise a complaint, please submit this in writing to the Service Managers inbox:

[info@asyouarecentre.co.uk](mailto:info@asyouarecentre.co.uk)

Within my commitment to ethical practice, I attend Supervision. This is a space where I can discuss my clinical work with a professional counselling supervisor who offers guidance and support to ensure that you are receiving quality counselling. At times I will take aspects of our work together to my supervision, taking care to preserve your anonymity and retain confidentiality.

## **Record Keeping**

I keep very brief written notes which you are welcome to see at any time. I store your records securely in line with General Data Protection Regulations (GDPR 2018) and your details are securely disposed of 7 years following our final contact. For further information regarding AYA's GDPR practice, I can share a copy of AYA's data protection policy with you. You have the right to access your personal data, request rectification, object to processing and request to have your personal data erased.

## **Pre-Trial and/or Involvement with Legal Proceedings**

Should you report a criminal offense, and become a witness within legal proceedings, we would transition our work to pre-trial therapeutic conditions. We would discuss with you the implications of reporting to the police, and how this might impact on the therapeutic work and potential request for notes in the future.

## **Signatures**

I, [counsellor]:

agree to work to the above practices as outlined in this contract

Signed:

Date:

I, [client name]:

agree to work to the above practices as outlined in this contact

Signed:

Date: