

## **COUNSELLING POLICY**

### **SESSIONS LENGTH & FEES**

Sessions are on weekly basis at a time mutually agreed at the start of the counselling relationship. A counselling session will be fifty minutes long. The fee per session will be agreed at assessment.

### **CODE OF ETHICS**

As a qualified and accredited counsellor, I adhere to the BACP (British Association for Counsellors and Psychotherapists) code of ethics for Professional Counsellors. You can find out more about the BACP at:

- [www.bacp.co.uk](http://www.bacp.co.uk)

### **CONFIDENTIALITY**

I need to make you aware that your personal details, content of sessions and case notes will be kept confidential.

However, where there is a risk of harm to yourself or someone else, or when required by law, I may need to make limited disclosure to a third party. Wherever possible, and if it is considered appropriate and safe, I will inform you of this. There are some circumstances where there is legal obligation to break client confidentiality. If you have any questions please speak to me and I will endeavour to answer them.

To ensure good practice, my work is regularly monitored in clinical supervision where the same rules of confidentiality apply. This is a professional requirement. You will never be identified by full name. Any information that a supervisor receives is also treated as confidential and subject to the same ethical criteria as counselling.

From time to time I am required to demonstrate professional competence by writing case studies and informed consent will be sought. This is a very important aspect of my training and development. Client identity and specific circumstances are sufficiently disguised to ensure anonymity.

### **THE LOW-COST COUNSELLING SCHEME FINANCIAL DETAILS**

The Low-Cost Counselling scheme is a service I offer to people at reduced rates if they are experiencing hardship and on a low income. Please contact me to discuss the options available.

## **CANCELLATION POLICY**

Counselling is provided on the basis that clients will be required to attend on a once weekly basis. I reservation a room within The Therapy Centre which will be held for each week and the fee will be payable to keep their session whether they attend or not. Only in exceptional circumstances, at the discretion of the counsellor will the fee be waived. Fees are payable one week in advance. Holiday periods are negotiated with the counsellor.

## **FACEBOOK, TWITTER, LINKED IN AND ALL SOCIAL MEDIA**

Please do not invite me to join you on any social media. I am not permitted to do so under a strict Codes of Ethics, and refusal could cause offence where none is intended.

## **EXCLUSIONS**

It is expected that the client does not drink alcohol or take non-prescription drugs before a therapy session.

Counselling is for individuals only; no other person will be permitted in the counselling room at any time or for any reason.

The counsellor reserves the right to terminate therapy where the client is not abiding by the agreement, or is perceived to be a threat to the counsellor's wellbeing. Abusive behaviour is unacceptable and will not be tolerated.