

Counselling Agreement for Telephone Sessions

Confidentiality: Within the limitations of confidentiality, whatever is discussed in the counselling session will remain confidential between us. The limitations mean that there are exceptional circumstances which may require me to break confidentiality, for example:

- * if you report acts of terrorism or money laundering
- * if there is a risk of harm to either yourself or to someone else or concerns about the safeguarding of children
- * if I am ordered to disclose information by a court of law

Where it should be necessary to break confidentiality, I would first discuss the situation with you whenever possible.

Sessions: Payment of £35 is due at each session and is payable by BACS. I will telephone you at your designated number at the pre-arranged time. If we lose connection at any time during the session I will attempt to reconnect from my end. For reasons of confidentiality, it is important that you are able to take the call in a private and quiet location where you will not be interrupted. We agree that the sessions will not be recorded.

We will review our process regularly with a view to ensuring our work is progressing and is in line with your goals and aims. If you wish to cease counselling, you may do so at any time, but I ask for at least one session notice in order for us to have a managed ending.

I check for messages several times a day but am not available to provide counselling outside of our regularly scheduled time. I will end any individual session where alcohol or non-prescribed drugs have been taken by you prior to the session as this could prevent a beneficial session

Cancellations: Cancellations made no later than 24 hours before a scheduled session will not incur a fee. Sessions cancelled without 24 hours notice will be charged at 50% of the fee and missed appointments with no notice will be charged at the full fee.

We agree to inform each other ahead of time if either of us will be unable to attend a session. I will give you at least 14 days notice of any planned absence due to holidays and will contact you prior to our session time regarding any unplanned absence due to illness or emergency. If you are unable to attend, please phone or text me as soon as possible prior to the scheduled session time.

Supervision, Note Keeping & Your Data: I keep notes to enable me to monitor my work. These notes are anonymised and only linked to your identity through an internal coding system. These notes are filed securely and separately from any identifying information I hold on you with no other person having access to them. I receive supervision on my counselling work; the supervision itself is kept confidential.

Client _____

Counsellor

Date

My Details:

- * Working to a humanistic integrative framework.
- * Qualified with a postgraduate diploma in counselling from York St. John University
- * Accredited member of the British Association for Counselling and Psychotherapy (BACP)
- * Drawing on and abiding by the personal qualities, values, professional standards and ethics of the 2018 BACP Ethical Framework for the Counselling Professions.

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Becoming 'awake' involves seeing our confusion more clearly - Rumi