

Sample Contract www.counsellingtutor.com

Contract
Between
Counsellors name here – Therapist and

Counsellor responsibilities

- To be available at the agreed time
- To start and end on time
- To offer a quiet appropriate and undisturbed space
- To maintain safe, professional boundaries
- To regard all contact and information as confidential unless he has reasonable doubt concerning actual safety of the client or others
- To encourage client autonomy
- To work within the BACP Ethical Framework (available upon request) including regular supervision (**refer to relevant body**)
- To review therapeutic work and relationship regularly
- In the unlikely event of the therapist cancelling, an alternative appointment offered ASAP

Client responsibilities

- To attend punctually
- To give a minimum of 48 hours notice when cancelling/changing an appointment (or the full fee becomes payable)
- To pay 1 session in advance * then (**inset fee here**) per session in full at each appointment
- Communicating with the therapist outside agreed counselling sessions to be limited to making, changing or cancelling an appointment unless by prior arrangement.
- To be respectful to the counsellor and his property
- To agree to give permission to contact GP if the therapist has serious concerns about risk to self (client) or others
- To discuss with the therapist when you feel you are ready to end therapy
- To let the therapist know if you are in or are considering entering another therapeutic relationship.

* this may be paid half now and half at the first session: by paying two sessions fees at the first appointment or dividing the in hand session fee over the first two sessions. This will be used as payment for your final session

Signed Client..... Date.....

Signed Counsellor..... Date.....

What the therapist offers

What is on offer is counselling of a Person Centred nature. This means you are empowered to discover solutions to issues in a supportive environment. As a counsellor I offer you my honesty and respect while we explore issues you feel you would like to bring to counselling at the times that we have agreed.

Confidentiality

There are boundaries and limits to confidentiality in certain cases. Confidentiality may be broken if

You or others are, in the opinion of the therapist. Seem to be in danger or at serious risk of being harmed

The therapist is required to do so by subpoena

The client infers involvement in or knowledge of an act of terrorism or of money laundering

The client infers knowledge of or involvement in drugs trafficking

The client infers knowledge of or involvement in behaviours that may, in the therapists opinion, lead to harm or neglect to children and vulnerable adults.

Supervision and confidentiality

I monitor my own practice by attending regular supervision for myself and am committed to my own self-development. There are times where aspects of our sessions will be taken to supervision to monitor my practice; at no time will your name or any identifiable information be mentioned and my supervisor is also committed to our contracted confidentiality.

Records of sessions

I do not keep notes relating to our sessions other than the appointment we book and this document (the counselling contract) on file. If you feel you would like me to keep notes, or if you have been referred by an agency that requires update reports, then let me know and I will gladly keep notes.

The therapist may record sessions (audio recording) for purpose of self evaluation and supervision. The client will always be consulted before a recording is made and the client has the right to refuse that the session be recorded.

Contacting you

I will contact you if necessary e.g. to re-arrange an imminent appointment. Where and how would you prefer I contact you in this unlikely event?

.....

Should you not attend on time, would you like me to contact you? If so, how?

.....

Contacting the therapist

You may use the above telephone number to reach me or send an email to [Insert email address here if applicable](#). It is not possible to leave a voice mail on my phone so if I am unable to answer, please email or send a text and I will get back to you as soon as I can.

Non attendance

Should you cancel within less than the 48 hours notice agreed, or fail to attend an appointment: the full session fee will be charged.

Where did you hear about my service?.....