*Before the beginning of our work together it is important for us to have a working agreement,*

*so that we both know what is required of us.*

*Please carefully read the following information and if you agree, then sign at the end of the form.*

My name is Hazel Hill and I am a qualified registered Accredited (045039) Counsellor and a Member of the British Association for Counselling and Psychotherapy (BACP). I work to British Association of Counselling and Psychotherapy’s ‘Ethical Framework for Counsellors’ and hold professional indemnity insurance and current DBS certificate. More information about me can be found at http://inyourcommunity.org.uk/hazel-hill/

You are more likely to make progress in your therapy if you can commit to regular appointments. If you know this is difficult you may want to consider whether it is the right thing for you at this time.

**Confidentiality**

All my counselling work is confidential. The only time that I may break confidentiality is:

* if you are at serious risk of causing harm to yourself or others
* child abuse is disclosed
* you share information about proposed act of terrorism
* when I am compelled to do so by law.

If any of the above situations occurred, I will discuss with you beforehand on how I will disclose this information. If at any point during our counselling arrangement I felt that you were in need of emergency support, I may ask for your consent to contact your GP.

**Session**

Counselling sessions last for 50 minutes. Fees are per session not per hour.

Sessions are normally weekly but may be fortnightly or at other intervals by agreement – often weekly is best at the beginning as we are getting to know each other and gaining some understanding of the issues.

**Fees and Payments**

Individual sessions per session is £50 and couple counselling is £60

You are asked to pay in 48 hours in advance of the first session to confirm your booking. Where there is not time to do this, please come to your first session with your first payment in cash.

Payment may be made electronically either by PayPal (through my website [www.inyourcommunity.org.uk](http://www.inyourcommunity.org.uk) or direct bank transfer. Bank transfer to: 30-93-17, A/c No: 02476828 – Please use your first name as a reference and let me know by email or text that you have made the payment. All subsequent sessions need to be paid 48 hours in advance.

**Location**

My counselling sessions are arranged at 59 Wostenholme Road in Netheredge – a map is available at the following link (<http://inyourcommunity.org.uk/59-wostenholme-road/)> On street parking is available outside.

**Cancellation Policy**

Please give as much notice as possible for cancellations/postponement (text 07814 363855). A cancellation fee of your normal payment will be charged for sessions cancelled with less than 48 hour’s notice. Rearranged appointments with more than 48 hours notice with not attract a cancellation fee. Other cancellations will be charged at 50% of your normal payment.

**Contact outside of session**

I will only accept contact outside of the session for practical administration reasons. I will not enter into email or telephone counselling without any prior agreement in our session.

I do use social media but will not accept social networking requests or chat with you through this medium as I believe it will comprise our counselling relationship. Please look at my social media policy for more information.

If we meet outside of the counselling session, I will not acknowledge you. You are welcome to say hello to me but I will not discuss the content of our sessions.

**Ending our sessions**

The ending of our contract will be agreed mutually between us. However, you are entitled to end the contract at any time. If you decide not to continue with our sessions, you must give 48 hours notice. You will be invoiced for any unpaid fees.

**BACP Ethical Framework**

As a registered member of BACP I am bound to the Ethical Framework of Counsellors and Psychotherapy and I am subject to its complaints procedure. Please ask if you require further information on this or a copy of the complaints procedure.

Please sign below if you agree to the working points within this agreement



