

## **Counselling in your Community Counselling Agreement**

Before the beginning of our work together it is necessary for us to have a working agreement, so that we both know what is required of us. **Please carefully read the following information to find out what's involved.**

### **Counselling with me**

My name is Hazel Hill and I am a qualified registered (045039) Counsellor and a Member of the British Association for Counselling and Psychotherapy (BACP). I work to BACP's 'Ethical Framework for Counsellors' and hold professional indemnity insurance.

I am an integrative counsellor who believes that every client I see has the power and awareness within themselves to work out their problems. I provide you with a safe space where you can be heard, understood and trusted in a non-judgemental way. I will help you explore your difficulties and work with you towards a solution.

### **Confidentiality**

All my counselling work is confidential. Counsellors are ethically required to have supervision and I may discuss your case but your identity will never be revealed. The only time that I may break confidentiality is if you are at serious risk of causing harm to yourself or others or when I am compelled to do so by law. 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.

### **Sessions**

Face to face sessions are for 50 minutes and will be every week at a day and time suitable to ourselves. We may however mutually decide to change the interval of time between sessions.

### **Record Keeping**

I keep brief written notes and you are welcome to see these at any time. These notes are kept confidentially in a locked filing cabinet. Any electronic work will be stored on an external drive (password protected). At the end of our work together my notes will be stored securely for a period of 5 years. After that time they will be destroyed by secure shredding or expunged.

### **Location and Fees**

My counselling sessions are arranged at Wainwright Therapy Centre, 2 Kenwood Road, S7 2NP. On street parking is available. I charge £40 per session. Payment is made on the day of the session via cash or cheque. If you prefer to pay via bank transfer or via paypal this can be arranged.

### **Cancellation Policy**

Late cancellations fees are as follows: 0-24 hours' notice – full session fee payable. 24 – 48 hours 50% of fee payable. No charges are payable if more than 48 hours' notice is given. If, for any reason, I have to cancel a session, I will aim to provide you with 48 hours' notice.

### **Contact outside of session**

I will only accept contact outside of the session for practical reasons. I will not enter into email or telephone counselling without prior agreement. 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 future information.

### **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, I would appreciate if you give me 48 hours' notice prior to any appointment. 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 am subject to its complaints procedure. Please ask if you require further information on this or a copy of the documents.

### **Client Details**

I would be grateful if you could please complete the information below. Thank you. Contact with your GP is only applicable for situations where client agrees that contact is relevant due to an emergency situation arising.

**Full Name:**

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**Emergency Contact Number:**

*(in the event of cancellation)*

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**GP's Name and Phone Number:**

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**Please 'sign electronically' here with your name if you agree to working to the points within this agreement.**

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