

## Contract

This contract is between Pippa Wood, Relationship Counsellor and

Client's name (s) :

Client's address:

Phone number(s):

Email(S):

GP/Surgery (S):

### **The counsellor**

I am a member of the BACP (British Association of Counselling and Psychotherapy), COSRT (College of Sexual and Relationship Therapists) and ACA (Australian Counselling Association) and I am bound by their code of ethics.

### **Confidentiality and Records**

The content of the sessions are confidential to you and me. If I need to discuss my work with my supervisor, I will use your first name but will not use any identifying details about you. In very rare occasions if we feel there is a need to communicate with other professionals, this will only happen by first seeking your permission and knowledge of what is going to be discussed. I make brief notes after each session and this helps me monitor my work. You will not be identified from these records and they are securely stored.

If I believe you will cause serious physical harm to yourself or another person then I will not be able to retain confidentiality and will need to inform my supervisor and your doctor. Confidentiality will be broken in the event of a breach of national security.

I am committed to offering good practice. My insurance includes personal indemnity and public liability.

**Sessions and Fees**

Sessions are 1 hour, usually the same time once a week. Individual counselling is \$120 and couple counselling is \$150. If you wish to cease counselling, you may do so at any time. You can either pay by bank transfer before the session or bring cash on the day. Please contact me for Bank Account details.

**Cancellation**

I require at least **24 hours'** notice if you wish to cancel a session. If less than 24 hours' notice is given by you (unless an emergency) the full fee will be payable.

In the event that I am unable to give you your session because I am unwell, I will give you as much notice as possible and offer you an alternative time.

I will not see you if you are under the influence of alcohol and/or drugs.

**Please read this contract carefully**

Check it is what we have agreed together today. If you wish to negotiate any changes I will be happy to do so before we sign. This agreement is fully understood and agreed to and is signed as it stands by:

Client signature(s):

Counsellor Pippa Wood:

Date: