

## Counselling Contract

Your counsellor will discuss the contract with you at your first appointment. The contract should be read in conjunction with the information sheet 'What clients attending for counselling need to know'. Please note the contract is with Insight Counselling and not with an individual counsellor. The Counsellor signs the contract on behalf of Insight Counselling.

- BACP Ethical Framework** - Insight Counselling is an organisational member of the British Association for Counselling & Psychotherapy (BACP) and adheres to and accepts its Ethical Framework for Good Practice, policies and procedures.
- I understand that all clients are entitled to receive up to 10 counselling sessions following their initial appointment. Should you wish further counselling after the 10 sessions are complete you can go back on the waiting list after 4 months.
- Donations** – Insight Counselling is a registered charity and not part of the NHS. All clients are asked if able to make a donation towards the costs of their counselling sessions. I have discussed this with my counsellor and agree to pay: £..... towards each counselling session.
- I agree to my donation being gift aided and have completed the form attached.
- Cancellation and non-attendance of appointments** – I understand that I may cancel **ONE** appointment only. Second and subsequent cancellations will count as one of my sessions. Failing to attend without notice being given will result in my file being closed.
- Other service costs:** - I understand there will be a charge for letters/reports requested.
- Counsellor training/qualification** – Qualified counsellors are trained to Postgraduate Diploma level. Insight Counselling supports trainees on placement and are allocated clients commensurate with their level of training. I confirm my agreement to see a trainee (please tick the box).
- Confidentiality** - I understand the limitations to confidentiality as advised by the counsellor and as described in the 'What clients attending for counselling need to know'.
- Record keeping-** I consent to Insight Counselling maintaining a record of my information which includes sensitive data. Data is held and processed in accordance with the Data Protection Act (DPA 1998).
- Access to notes** – Under the provision of the DPA clients may seek access to their notes. I understand there is a procedure to follow and can discuss this further with my counsellor if needed.
- Complaints procedure** – I understand there is a complaints procedure to follow if I am dissatisfied with the services offered by Insight Counselling and that BACP have a complaints procedure available at [www.bacp.co.uk](http://www.bacp.co.uk)
- Health & Safety** – I understand in the event of a fire I will leave the building accompanied by the counsellor/administrator.

I have read and understood the counselling contract and confirm receipt of a copy of 'What clients attending for counselling need to know' and 'Informed Consent'

Client Signature..... Date.....

Client Name (please print).....

Counsellor Signature..... Date.....  
(Signed on behalf of Insight Counselling)

Counsellor Name (please print)..... Client code.....