

Counselling Contract

1. Between: James Wong and
Address:
..... Tel:.....
2. Agreed fee per minute session: £.....
3. Payment arrangement: I accept payment by: cash; electronic transfer by direct debit to James Wong, sort-code 40-20-06, account number 52158906; pingit to mobile number 07729 754883 or cheques made out to James Wong.
4. Venue: 2 Calverley Walk, off South Street, Eastbourne, BN21 4UQ
5. Arriving on time: Sessions are 50 minutes, please arrive on time. If late, the session will still end at the agreed time. Do call or text if running late.
6. Cancellation: At least 48 hours' notice by phone otherwise the session will be charged. However, discretion will be given in immediate emergency situations where it has not been possible to give the required notice.
7. Contact between sessions: By phone, text or email Monday to Friday 9am to 6pm for notification of cancellations only. Note that issues or concerns will not normally be discussed outside of the allocated sessions however individual arrangements for additional support can be arranged.
8. Confidentiality: Everything you discuss with me will be kept confidential. Written and digital notes will be stored securely and your name protected for anonymity. There are, however, certain legal exceptions regarding confidentiality (e.g. child protection, serious criminal activity). There is also an exception where there may be risk of serious harm to yourself or others. If at all possible, this would be discussed with before any action were taken. Furthermore, I will endeavour to offer continuing support if such a situation arose.
9. Safe and Ethical Practice: I am a registered member (Nr. 205020) of the British Association for Counselling and Psychotherapy and abide by their ethical framework for good practice. This can be viewed at www.bacp.co.uk. I attend regular individual and group supervision to review my practice and maintain high professional standards in my work.
10. GP Details:
..... Tel:.....

Signed by Client:

Signed by Therapist

Date: