COUNSELLING CONTRACT

This is a mutual agreement negotiated between the Counsellor Tina MacDonald and the Client prior to the beginning of counselling. This contract states the responsibilities of the Counsellor and Client and our accountabilities in our counselling agreement.

Confidentiality

This is a very important aspect of our counselling relationship. Everything we discuss in our sessions together is confidential except:

1. If I am required to break confidentiality by a court of law.

2. If it is my opinion, there may be danger to you or to others, including child protection.

3. For the purposes of supervision\*.

\* I am required to regularly review my client work with my supervisor to check that I am working ethically and competently. I never disclose anything that would enable you to be identified in supervision or from my brief notes which are kept safely & securely. All information coded and held securely in accordance with GDPR Regulations (2018).

**I will require an emergency contact name and number and your doctors name and surgery contact number these will be securely stored with your notes and not used for any other purposes.**

If we bump into each other out with the online counselling appointment or after the sessions are complete, in order to maintain your confidentiality, you may say hello first if you wish otherwise, I will respect your choice to keep the counselling relationship entirely private and not indicate we know each other.

Sessions

Sessions last for 1 hour. We will agree the next session date at the end of the previous session, and this will be then placed in my working diary. I will send you an ID and Passcode 10 mins before our due time for Zoom by email with a text to say it has been sent. If agreed for FaceTime or Skype I will be online 5 mins before connected and waiting for your arrival online. The session time belongs to you, whether you attend or not, and I will be available during this allocated time for 15 minutes and contact you. If no response I will log off and wait for your future contact. If you arrive part way through your agreed time, I will see you for the remainder of the time and this will be considered as the session. If you miss 2 consecutive sessions without contact, I will assume that you are no longer able to attend and withdraw your name from my client base. But I am happy for you to re-contact me and renegotiate a new counselling agreement. **Any missed sessions unless for an emergency (without 48hrs agreed notice) will need to be paid for**. I have kept your diary slot for you as agreed and will not at short notice be able to work during this allotted time.

Fees

Payment by bank transfer which must be showing 24hrs before session commences.   Bank details provided after agreement of first session.

Bank details will be sent to you after our initial assessment phone conversation.

Cancellation and Holidays

I require 48 hours’ notice of any cancellation that you need to make, otherwise the full session fee is payable. (Unless you are ill, or it is an emergency)

If I am taking a holiday/break I will give you a minimum of 2 weeks’ notice. If I am unwell or have an emergency, I will notify you and reconvene our next appointment as soon as possible.

Duration of Counselling

The duration of counselling varies from person to person. We will constantly review your requirement and plan our sessions in agreed blocks of time. We work towards a planned ending as counselling is process of change through goals and tasks.

I work to the BACP Code of Ethics which can be found at the link below or you can request a printed copy from me which I am happy to provide.

<https://www.bacp.co.uk/media/3103/bacp-ethical-framework-for-the-counselling-professions-2018.pdf>

**Cost-**

Initial telephone assessment at an arranged and agreed time - free

Availability and frequency- To be discussed at assessment session

Session 1 hr -£45- reviewed annually

Online UK-wide Zoom or facetime

Email- [tinamacdonaldcounselling@gmail.com](mailto:tinamacdonaldcounselling@gmail.com)

Psychology Today link number **01592 805661**

Tinamacdonaldcounselling channel on YouTube

Tina MacDonald Counselling on Instagram and Facebook

BACP Registered Member 374937 MBACP

Member of the Mindfulness Association of Scotland