



COUNSELLING AGREEMENT

Office Locations:

Disability Equality North West Limited, 103-104 Church Street, Preston, PR1 3BS

Remedy Centre for Health, 166 Tulketh Road, Ashton on Ribble, Preston, PR2 1ER

The Bridgeman Centre, 18 Bridgeman Terrace, Wigan, WN1 1TD

Mobile: 07399 051697

Email: mrigbycounselling@gmail.com

Website: www.mrcounselling.co.uk

1. Client Details

Name:

Client Ref:

D.O.B:

Gender: M/F

Address:

Home Telephone No:

Work Telephone No:

Email:

Able to leave phone message? Y/N

Preferred contact time:

Next of kin:

Contact No:

Doctor:

2. Reasons for counselling

Referred by:

Date of referral:

Date of initial appointment:

Client issues:

Are you taking medication Y/N If yes, please give brief details?

Aims of counselling:

Any special requirements or accessibility needs:

3. About Counselling

Working from the peaceful and relaxed settings of my private therapy rooms in Preston (PR2) and Wigan (WN1) I offer a safe, confidential and non-judgemental space where you are invited to explore personal issues in your own time, in your own way and at your own pace. My main theoretical counselling approach is person-centred, meaning it is you the client who chooses the direction of therapy and I will invite you to use your own inner resources to find the answers you need for personal growth and change. While my core approach is person-centred, from time to time I may use other interventions we both agree would be beneficial to your personal journey.

- All counselling sessions last 50 minutes.
- Your initial counselling appointment is 30 mins and free of charge.
- Counselling fees are as advertised, concessions available.
- Appointments provided face-to-face, by phone, email and online
- Home visits available to clients who have significant mobility issues.
- Counselling is not time-limited. You decide how many sessions.
- As the client, you can choose to end counselling at any time.
- Appointments are paid in advance through cash, cheque, Pay pal and bank transfer.

4. Room Booking Deposit

All initial counselling appointments are free of charge. However due to the fact that I rent rooms at an hourly rate from the different venues I work from in Preston and Wigan, I ask all clients to make advance payment of a £15 room booking deposit prior to confirming an initial appointment. Therefore if you have already paid the room booking deposit but choose not to attend your initial appointment, please be aware that unfortunately I am unable to refund this payment. However if you do attend the appointment, decide that you wish to continue counselling and adhere to my cancellation policy, I will hold the room booking deposit for the duration of therapy and return £15 to you following your last appointment.

5. Payment of Counselling Fees

In my private practice I operate an advance payment booking system. This means that in order to book a room at one of the venues I work from and to be able to confirm your counselling appointment I require advance payment for the session in full. Once payment has been received I will inform you via text or email that your appointment is in the diary and you will also receive an invoice and receipt for this payment. I normally take advance payment at the start of each session or prior to the appointment (if working online). I accept payment by cash, cheque Pay pal or bank transfer. My current counselling fees are as follows:

Individual Counselling Session (50 mins) £35

Couples Counselling Session (50 mins) £40

Home Visits (50 mins) £45 (additional mileage fee may apply)

Skype / Instant Messaging Counselling (50 mins) £25

Facetime Counselling (50 mins) £25

WhatsApp Counselling (50 mins) £25

I also offer a range of concessions on my fees for disabled people, students, pensioners and clients who are unwaged. The standard concessionary rate is 20% of the session fee. Further information is available on the Fees page of my website.

6. Lateness and Cancellation

If you know you will be late or are unable to attend a booked counselling appointment I ask you to let me know as soon as possible and at least 48 hours prior to the agreed appointment time. If you do not attend and I do not hear from you at least 48 hours before your scheduled appointment please be aware that I will still require the full cost of the missed session plus £15 for the cost of room booking and travel for which I will invoice you in the normal way. If following a missed appointment I do not hear from you about whether you would like to rearrange and book another appointment, I will assume that you no longer required counselling at this point in time and any future contact will be classed as a new referral.

7. Confidentiality.

At Martin Rigby Counselling I take the safety and confidentiality of all my clients very seriously. All counselling sessions are private and confidential. This means that I do not pass on personal information about clients (including information about attendance) to any third party, people or professionals outside my private practice without your informed consent. I am registered with the Information Commissioners Office (ICO) and aim to handle, store and transmit all personal data in accordance with the Data Protection Act 1998.

As a qualified and registered counsellor I receive monthly ongoing supervision from a qualified supervisor. Counselling supervision enables me to talk about clients I'm working with and get support for any concerns and professional issues. When I discuss my client work in supervision I only ever use first names in order to protect client anonymity and confidentiality.

However confidentiality can never be absolute and there may be certain exceptions when I may have to pass on information or seek external advice or support:

- When a client discloses intention to cause significant harm to themselves or a third party.
- When I would be liable to civil or criminal court procedure if information was not disclosed.
- When a client reveals any Child Protection issues.

8. Social Media Policy

At Martin Rigby Counselling I regularly use social media to promote the work I do, disseminate important service information and advertise upcoming events and workshops I provide. I also use my social media accounts to network with other professionals, services and organisations. However I do not communicate with or encourage communication with current clients or new referrals via social media and I do not knowingly accept friend requests or follow clients. I never discuss my client work with anyone via social media. If a client contacts me through any of my social media accounts to book an appointment I will invite them to contact me by phone, email or through my website.

9. Appointment Details

Date and Time of First Session:

Venue:

Regular Appointment Time:

Agreed Number of Sessions:

10. Method of Payment

Method of payment: Cash Cheque Bank Transfer Pay pal

Concession: Y/N

Agreed fee (per session):

If a third party will be paying for counselling appointments please give details.

Name of Payer:

Address:

Tel: Email:

11. Agreement of terms and conditions.

This counselling agreement sets out the main terms and conditions for the therapeutic activity of counselling as discussed at the initial counselling appointment. It summarises information about what counselling is, my counselling approach and how we will work together. The counselling agreement acknowledges the collaborative nature of therapy and the importance of working together professionally, ethically and safely. Once signed we both keep a copy of the agreement so that it can be reviewed and updated when necessary during counselling.

The agreement is between (Counsellor) and (Client)

I “Martin Rigby” (the counsellor) agree that all information given in this counselling agreement is to the best of my knowledge up-to-date and correct.

During your counselling appointments at Martin Rigby Counselling I agree to provide:

- Counselling services which are accessible, confidential and person-centred.
- A regular, safe, non-judgemental space where you can be yourself.
- A nurturing and stimulating environment where I offer feedback to help you grow and develop.

As your counsellor I also agree to treat you with dignity and respect, to provide you with clear up-to-date information and to work with you within the limits of my professional competence. I am a registered member of the British Association for Counselling and Psychotherapy (BACP) and I follow the principles for good practice set out in the BACP Ethical Framework which you can read online here:

http://www.bacp.co.uk/ethical_framework

Furthermore, I shall not be liable to you the client in terms of any death or injury, loss or damage to property that you may experience during counselling.

I “ (the client) confirm that I have read or have had this agreement explained to me, have received a copy of the document in a format that is accessible to me and that I fully understand all the terms and conditions as shown.

By signing this counselling agreement I (the client) agree:

- To attend my counselling appointments on time at the agreed date, time and venue.
- To let you know if I am unable to attend a session as soon as possible and at least 48 hours before the agreed appointment time.
- To make the agreed advance payments for every session I attend.

I also agree that I will treat you (the counsellor) with dignity and respect and will endeavour to discuss any circumstances that may arise which could affect my ability to continue counselling or that might impact on the counselling relationship.

Counsellor Signature:

Date:

Client Signature:

Date: