



Working

Agreement

This is a working agreement for the provision of counselling services between Helen Stevens (Counsellor) & _____(Client)

The sessions will be weekly unless agreed otherwise, each session will last 50 minutes. The sessions will be at Helen Stevens Counselling

We will work together for an agreed number of weeks, which can be changed at anytime and we will regularly have reviews.

I am a qualified counsellor, attending regular supervision and I work within my own limits, skills and experience. I am a registered member of the BACP (British Association for Counsellors and Psychotherapists) and I adhere to their ethical framework for good practice. I am also committed to CPD (continuous professional development) to enhance my practice.

The Conversations between us will be confidential, although there are a few limitations to this. They are;

- ❖ If a client is involved in acts of terrorism, drug trafficking, money laundering or serious crimes.
- ❖ If a client discloses to the counsellor that they have been involved in a serious road traffic accident such as a hit and run.
- ❖ If the counsellor believes there is a real risk of harm to the client or to another.
- ❖ If the client tells the counsellor about someone hurting or abusing anyone under the age of 18.

If I do feel there is a need to break confidentiality I will make every effort to discuss this with you. (This will not happen if this breach is required by the law)

If you are not able to attend a session, 24hrs notice is required. If you are unable to make a session then please text/call/voicemail me on 07541800382 or email helenstevenscounselling@gmail.com. If I am unable to make a session, I will contact you by phone or through the pre-agreed method with as much notice as possible. If you cancel with less than 24 hrs notice payment for sessions is required.

If you miss two sessions in a row without contacting me I will assume you no longer wish to attend and I will terminate our working agreement and re-allocate the session time.

I will keep brief case notes following our sessions. All notes are stored securely with anonymity and in line with good practice. If there is an ongoing court case, a counsellors case notes can be subpoenaed by the court. All case notes will be kept for six years in line with data regulations by myself as data controller from the end of our work together and then be destroyed. You have the right to see notes that are kept about you. Should you wish to see your case notes then please let me know in writing either by email - helenstevenscounselling@gmail.com or by post to Helen Stevens Counselling.

Counselling can sometimes make you feel worse before you feel better, this maybe because of the conversations about issues which you may not have talked about before and realising feelings that have not been felt or acknowledged before. It is important that you continue to attend sessions so we can work with these feelings.

I do suggest that you allow some time to absorb the contents of a session before talking through thoughts and feelings with another person.

If we should meet outside of a session we agree to -

You agree to be contacted - Phone Text Email Post Answerphone

You agree to your records being held - Yes / No

You give consent for your GP to be contacted - Yes / No

Number of sessions agreed.....

Any further agreed points -

Client's signature..... Date.....

Counsellor's signature..... Date.....

If you need to talk to someone out of hours or in an emergency please call the Samaritans 116 123 / lifeline 08088 082121 /NHS first response 111 option 2

