

*Juliana Hopkins Counselling/Psychotherapy Agreement*  
*MBACP (Snr. Accred)*



*“the client has a right to know what the conditions of counselling are”*  
*BACP Good Practice in Action*

*My aim in creating this ‘agreement’ is to communicate clearly what clients have a right to expect from me, and to communicate costs and commitments that clients may reasonably expect.*

*“Counselling is a purposeful, private conversation arising from the intention of one person (couple or family) to reflect on and resolve a problem in living, and the willingness of another person to assist in that endeavour.”*

*(McLeod, 2013, p. 7)*

*“Counselling should be flexible enough to make it possible for the client to use the therapeutic relationship as an arena for exploring whatever dimension of life is most relevant to their well-being at that point in time.”*

*(McLeod, 2013, p. 11)*

#### *Confidentiality/Data protection*

- I am registered with the Independent Commissioners Office (ICO) which holds me to keep my data to high standards of security. Any notes containing personal details pertaining to the content of our work together is not kept with identifying information. I keep contact information such as name, address and email separately from these session notes. The only information stored electronically is basic contact information such as name, address and telephone number. My devices are password protected. All paper records are kept under lock and key and destroyed after three years. You have a right to see your notes and records at any time. I would only share information with third parties if I have your written consent, or if I have a court order obliging me to do so.
- I have supervision with another member of BACP. The purpose of this is to attend to my own well-being – this helps ensure quality of practice for clients. I may discuss some of my caseload and will endeavour to keep any identifying material minimal. My supervisor is signed up to the same confidentiality agreement as I am.

*If I become seriously alarmed about someone’s safety (this includes your own) I will:*

- Raise my concerns with you in the first instance
- Consider disclosure if I believe you or someone else is at risk of serious harm – where they may be risk to life.
- Serious child protection issues.

*I have a legal obligation to disclose:*

- Information relating to a terrorist act (The Terrorism Act 2000,s.38B).
- Information about drug trafficking and/or money laundering (Drug Trafficking Act 1994, Proceeds of Crime Act 2002 or the Money Laundering Regulations 2007).
- I am obliged to comply when a court orders me to share information relating to our work together. So please do inform me if you are involved in the court system for any reason.

*Duration/frequency of sessions:*

- Each session lasts for 60 minutes.
- Whilst initially it can be beneficial to see a counsellor weekly, I run a client-centred practice and would, where possible, fit in with the frequency that suits you. You may prefer to start off weekly, and then move to fortnightly or even monthly as time goes by.
- I am happy to work in an open-ended way if that suits you, or to keep to a more time-limited way. This can be discussed in our initial session and reviewed as we go.

*Please do not hesitate to ask for a review whenever you wish. I will also suggest reviews when it seems that it will be helpful to our process and relationship.*

*Fees: £60 hourly rate, £70 rate for 70mins (recommended for couple work) , £80 for 1.5 hours.*

*I ask for 24 hours notice of a cancellation. I will ask for the full price to still be paid if no notice is given. If notice within the 24 hours is given I will ask for half price to be paid.*

If you have a complaint about the service I offer and you feel unable to discuss it with me you can contact BACP and they will talk to you about what your options are. My membership number is 17423.

If you are unhappy with the way I handle your data, please let me know. If you feel I have not adequately addressed your concerns you can contact the Information Commissioners Office <https://ico.org.uk/concerns/handling/> or 03031231113

Counsellor/psychotherapist:

Signature:

Client:

Signature: