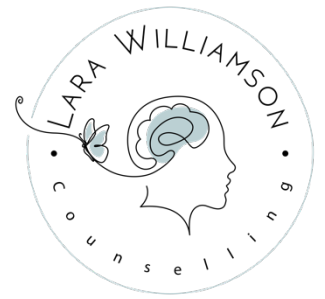


LARA WILLIAMSON, MBACP

LARAWILLIAMSONCOUNSELLING.COM



CLIENT INFORMATION AND COUNSELLING CONTRACT

ETHICAL CODE

I abide by the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for Good Practice. You can see a copy on their website www.bacp.co.uk

CONFIDENTIALITY

All sessions are completely confidential, with the following exceptions:

- Where your counsellor has your express consent to disclose the information
- Where your counsellor believes you are at risk of harming yourself or others
- If required to by a Court of Law (eg. Family court or criminal proceedings)
- If made aware of any activities related to terrorism, money laundering or drug trafficking
- In clinical Supervision. As required by the BACP all counsellors must attend regular supervision to ensure best practice and themes from client work is discussed. Clients names are not shared with the supervisor and the supervisor is bound by the same terms of confidentiality.

PERSONAL INFORMATION AND DATA PROTECTION

Clients will be asked for their address, phone number and email (or preferred method of contact) and details of their GP and any medication being taken.

There is a professional requirement on your counsellor to maintain brief records of all sessions undertaken. These are kept securely and in line with GDPR. I urge you to read my Privacy Policy on my website larawilliamsoncounselling.com for a clear description of what I do with your data and your rights in relation to it. I am committed to protecting and respecting your privacy.

LENGTH AND FREQUENCY OF SESSIONS

Sessions last 50 minutes unless otherwise agreed.

Sessions will be held weekly and at the same time or we can work fortnightly by arrangement.

FEES

The charge for each session is £55 which should be paid by bank transfer before or immediately after the session.

Bank details are:-

Lara Williamson Counselling

Starling Bank

Sort code: 60-83-71

Acc no: 10028108

I do also offer concession fees so please speak to me about that if you need to.

CANCELLATION

If you do need to cancel a session please text or call me ASAP on 07579 769992
My cancellation policy requires at least 24 hours notice if you need to cancel or the full session fee will be payable. Exceptional circumstances can be discussed.
In the event of me having to cancel a session I will give you as much notice as possible and offer an alternative time.
The client should, where possible, give notice of any planned holidays. The counsellor will, where possible, give the client two weeks notice of any planned absence. In this case, counselling will resume after the planned break.

COUNSELLING RELATIONSHIP/WORKING ALLIANCE

In person: please arrive at the agreed time, if you are early please wait in your car as I maybe with another client. If you are late the normal finishing time still applies.
On zoom: I will send you a zoom link prior to the session by email. Please ensure that you are in a safe and comfortable place for your session and that you feel free to talk about any issues that might come up.

While we work together I request that you comply with the following:-

- During sessions, you do not physically harm yourself, me, or the property
- You do not attend any sessions whilst under the influence of mind-altering drugs or alcohol
- You accept responsibility for your own thoughts, feelings and actions.

Signed:

Client:

Date:

Counsellor:

Date: