

This is a mutual agreement negotiated between me (“the Therapist”) and you (“the Client”) prior to the commencement of counselling. It sets out the responsibilities in the counselling relationship.

The Client

Full name	
Date of birth	
Address	
Telephone number	
Occupation	
Marital/Family Status	
Medical History / Past psychiatric history	
GP Name and Address	
Current Medication	
Additional relevant information	

The Therapist

I am an integrative therapist and an accredited member of the British Association of Counselling and Psychotherapy (BACP) and follow the BACP Code of Ethics which can be accessed at:

<https://www.bacp.co.uk/events-and-resources/ethics-and-standards/ethical-framework-for-the-counselling-professions/>

In our first session I will carry out an assessment to ensure that I can take you on. As a therapist I offer you my honesty and respect while we explore issues that you feel you would like to bring to counselling at the times that we have agreed. The wellbeing of my clients are paramount.

Confidentiality

Everything that is discussed in the counselling session is kept in the strictest confidence.

As the Therapist, I am required to have regular supervision and will need to discuss my work with a supervisor on a regular basis. I will take care to preserve your anonymity, so no names will be disclosed.

I might keep brief notes after a session, which will be anonymised and securely stored.

In exceptional circumstances, confidentiality may be broken. The circumstances could include:

1. Where you as the Client give consent for the confidence to be broken
2. If you threaten harm to yourself or another person
2. If I believe a child or protected adult is at risk of harm or abuse
3. If the courts instruct me to give information
4. If you share information about a proposed act of terrorism or another illegal act

If I feel that either you or someone else is in danger or at risk of harm I would first endeavour to discuss the need to break my obligation of confidentiality with you. Depending on the circumstances I may disclose certain information to your General Practitioner (GP), the individual in danger, a Social Worker and/or the Police. I retain the right to break my obligation of confidentiality without prior consultation with you should I consider that the urgency of the situation requires me to act immediately to safeguard the physical safety of yourself or others.

Session

Each session I offer is 50 minutes in length and I charge per session. I reserve the right to charge for missed sessions and sessions cancelled without 48 hours' notice. Payment should be made prior to each session and I will provide payment details to you separately where you are paying me directly rather than via Health Insurance or through another provider.

We will typically review the work we are doing during the sixth session giving us both a chance to assess how the relationship is working out. If you decide to stop coming for counselling, I would like to be told and, if possible, for us to have a final closing session.

Cancellation

I require 48-hour notice in advance if you cannot make a session, or as soon as possible in exceptional circumstances. I will also provide at least 48 hours' notice to you if I need to cancel a session. It is fine to leave a message on the answerphone if you need to cancel as this is checked regularly. If you arrive at a session late, I will only be able to see you for the time slot booked as I often have other sessions scheduled with other clients, so you do need come to our sessions on time.

Contact

If you need to change or cancel your appointment, please contact me via email or phone/voicemail: mercedes@stepscounselling.com / 07525 344721.

Please do not contact me during the week to discuss anything from the session unless otherwise agreed in the session. My sessions are not a crisis intervention service. If emergency support is required, then there are a number of fantastic organisations that provide this service that can be found at the back of this agreement.

Acceptance

I have read and understood the "Client and Counsellor Agreement" and confirm that I am in receipt of a copy of the contract

Client Name

Client Signature

Date

Therapist

Mercedes Berrio



Emergency Support

If you need emergency or urgent support between sessions our out of hours, then these organisations provide support:

Samaritans

116 123 (this is a free service and open 24/7).

Alternatively, please visit www.samaritans.org or [email jo@samaritans.org](mailto:email_jo@samaritans.org) (response time: 24 hours).

SHOUT

Offers a free text message service on 85258 (open 24/7) or visit www.giveusashout.org

Mind

0300 123 3393 (free service). You can also visit www.mind.org.uk or www.mind.org.uk/information-support/. Alternatively, [email: info@mind.org.uk](mailto:info@mind.org.uk) or find for your local Mind branch: www.mind.org.uk/information-support/local-minds/

Saneline

07984 967708 (leave a voicemail message & they will call you back).

Or visit www.sane.org.uk or [email: support@sane.org.uk](mailto:support@sane.org.uk). Text message service is available via a form on their website.

Rethink

0808 801 0525 (free service)

www.rethink.org (web chat service is available Mon to Fri, 10 am to 1 pm).

NHS

111 (free service)

www.111.nhs.uk. Alternatively, visit www.nhs.uk/mental-health/

Your local NHS Crisis Resolution Home Treatment Team (CRHTT or CRHT)

101 service – for non-medical assistance

Men's Minds Matte

www.mensmindsmatter.org or [email: contact@mensmindsmatters.org](mailto:contact@mensmindsmatters.org)