

Polly Royle BA (Hons) MBACP Counsellor & Psychotherapist

This document is intended to form an agreement for counselling between counsellor and client(s) outlined below. Failure to adhere to the contract may result in either party terminating the agreement. This contract can be reviewed at any time throughout the working relationship by any party.

COUNSELLING CONTRACT BETWEEN:

.....Client(s)

and Polly Royle MBACP (Counsellor)

COUNSELLING VENUE (to be confirmed): 20 Cambridge Road, Colchester CO3 3NS OR Little St Johns Street, Woodbridge, Suffolk IP12 1EE (exact directions for Woodbridge will be given when your appointment is confirmed by Polly).

COUNSELLING SESSIONS

You agree to meet weekly for 50 minutes and that there will be a fee of £50 (one to one counselling either face to face or via Zoom). Payment will be paid in full by BACS no less than 24 hours prior to the appointment.

CANCELLATIONS

Should you need to cancel or postpone a session please contact me as soon as possible or **within 48 hours' notice of the appointment**. If I am unable to answer your call, please leave a message on my answerphone. Appointments missed without 48 hours' notice of cancellation may incur a full fee. If you need to cancel an evening appointment, please attempt to cancel your appointment before 5pm.

You can contact me on : on 07716 917342 or pollyroylecounselling@gmail.com

(The answerphone is a confidential line). Please leave your name and the time and date of your session you wish to cancel or postpone. **Please confirm whether you wish to continue your counselling session the following week.** I will then confirm to you I have received your message via telephone or email and confirm (if applicable) your next appointment.

Counsellor responsibilities

- To be available at the agreed time and to start and end on time.
- To offer a quiet, appropriate and undisturbed space
- To maintain safe, professional boundaries

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- To regard all contact and information as confidential unless I (counsellor) have reasonable doubt concerning actual safety of you (the client) or others. (See “confidentiality” below)
- To encourage client autonomy
- To work within the BACP Ethical Framework (available upon request) including regular supervision (refer to relevant body)
- To review therapeutic work and relationship regularly and in the unlikely event of the therapist cancelling, an alternative appointment offered to you, the client, as soon as possible.

Client responsibilities

- For you, the client, to ensure that you attend punctually and to give a minimum of 48 hours’ notice when cancelling/changing an appointment (or the full fee becomes payable).
- To pay £50 (one to one counselling either face to face or via zoom) per 50 minute session in full no less than 24 hours prior to each session.

CONFIDENTIALITY

In line with the BACP (British Association for Counselling and Psychotherapy) Ethical Framework, due to the boundaries and limits of confidentiality, confidentiality may be broken if:

- You, the client, are in the opinion of the counsellor, or seem to be in danger or at serious risk of being harmed
- The counsellor is required to do so by subpoena
- You, the client, infer involvement in or knowledge of an act of terrorism or of money laundering
- You, the client, infer knowledge of or involvement in drugs trafficking
- You, the client, infer knowledge of or involvement in behaviours that may, in the counsellor’s opinion, lead to harm or neglect to children and vulnerable adults.

SUPERVISION

All counsellors who are members of the BACP are required to monitor their work through supervision. Supervision is a formal arrangement for counsellors to discuss their work anonymously and regularly with someone who is experienced in counselling and supervision. Through supervision the supervisor can ensure the needs of the client are being met and that ethical standards are being adhered to throughout the counselling process.

CLOSING AND REFERRAL

The client may choose to end the counselling sessions when they wish to, alternatively they may find that the work will come to a natural end. In either case it is important for both the client and counsellor to have a closing session together as part of the therapeutic process.

It may be possible that my work with you may highlight the need for me to refer you, the client, to another service. I will discuss this with you if applicable.

**Polly Royle BA (Hons) MBACP
Counsellor & Psychotherapist**

This contract will come to an end at a date specified by either the client, or a date agreed by both the client and the counsellor OR a date given by the counsellor. We can review options for further support for you if needed.

As the client(s) I/we have read and agreed to the contract

CLIENT SIGN..... DATE.....

NAME PRINTED.....

CLIENT SIGN..... DATE.....

NAME PRINTED.....

COUNSELLOR SIGN.....DATE.....

NAME PRINTED.....