

Helena Trump - Counselling Contract

Counselling Contract

This agreement is to clarify how I practice and to set out the terms under which I work so that they are clear. If at any time you have any concern or query please let me know as soon as possible.

Fees and Times

Each session is booked for 50 minutes and at present costs **£70 for Individuals, £85 for Couples, and £85 for Supervision**. Sessions can either be paid for at the time or in advance if you wish to pay for a block. Fees are reviewed annually and I will give you four weeks notice in advance if I am increasing them.

Confidentiality

All our work together is confidential and I will not disclose any information about you to a third party without your consent subject to the following exceptions:

- As a member of Organising Body UKAHPP it is a requirement that I have regular supervision. This is to support me in my work with you and ensure that I work to your best interests. All supervisors are also bound by confidentiality rules
- Some laws in certain circumstances require me to break confidentiality such as the Terrorism Act and Drug Trafficking Act. In certain circumstances I am required to break confidentiality without informing you.
- In extreme circumstances if I believe you or someone else is at risk

I would endeavour wherever possible to inform you in advance.

Records

I keep brief notes recording the themes of our counselling sessions. These are stored in a locked metal filing cabinet and destroyed 5 years after your counselling sessions end unless agreed otherwise. Your contact and apt details will be kept for 3 years and then destroyed unless agreed otherwise. Any emails, texts, whatsapp messages or other communications will be deleted xxx after receipt unless they form part of your notes or are needed for income tax purposes in which case they will be kept for 5 years as above. Your telephone number will be stored on my mobile phone under your initials or first name only until your sessions end at which point it will be deleted. If I change telephones then your details will be deleted on the old phone. All paper notes will be confidentially shredded. All online data will be deleted by a specialist software programme. If I die or am incapacitated then you will be notified and all my notes will be destroyed in three months.

Privacy Notice

You will have been given a privacy notice with this contract. This sets out how I manage and safeguard your data. Please read this carefully. I will regularly update this and will store an updated version on my website helenatrump.co.uk. If you have any concerns about this then please discuss these with me.

Cancellations

If you are unable to make your appointment please let me know as soon as possible. If less than one weeks notice is given then I will still charge you for the session, except in exceptional circumstances. I will give you as much notice as possible whenever I will not be available. If for any reason I am unable to contact you personally then I have a confidential arrangement with a colleague who will contact you to advise you.

Holidays

These generally follow the Schools, more information can be obtained upon request. Please note that these breaks may be subject to change.

Endings

You are of course free to end counselling at any time. However, in order to look at what has been achieved and bring the counselling process to an end I would appreciate it if you could give me two sessions notice of your decision. The relationship can only be terminated by either party in a session, and not by phone, letter or non-appearance.

Your agreement

Please sign below to indicate that you have read and accept the information above.
Thank you.

Signed

Dated

Signed

Dated

Your contact details

Full Name:

Date of Birth:

Telephone numbers:

Email:

Address:

Height/weight:

GP's name and address:

Emergency contact name and contact number:

Please confirm that you have consent of the emergency contact to provide these details Yes/No

Family background: Single/Co-Habiting/Married/Divorced/Widowed

Children:

Details of any medication you are taking:

Details of previous Counselling:

Reason for Counselling?

**Helena Trump – Counsellor & Psychotherapist, Farriers, Langley Cross, WIVELISCOMBE,
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