



## Counselling contract

I am trained in the Person-Centred Approach to counselling, which means that I work in a non-directive way, trusting you to know what you need to talk about, and at what pace. My aim is to provide a safe space in which you can explore your feelings and what concerns you.

Counselling sessions are confidential within limits. There are circumstances in which confidentiality will be broken. If I become aware of terrorism, drug trafficking or money laundering I have a legal duty to report to the appropriate authorities without further discussion with a client disclosing such information. If I became aware of a child being at imminent risk of serious harm or abuse, or where I have a concern about significant risk of harm to yourself or others confidentiality may also be broken. In the majority of cases I would speak to you first before breaking confidentiality. I request information about your GP and an emergency contact for situations where I am concerned that you may harm yourself or you become unwell/need assistance.

I keep basic notes of our sessions. These notes do not include your name and are stored confidentially. You have a legal right to view these records on request. These notes may only be released to others, such as your GP or employer, with your express consent or through a court order if the notes are required as evidence in court.

Your personal data is protected in law and this is outlined in the privacy policy and on the data consent form.

I am a registered member of the British Association for Counselling and Psychotherapy (BACP) and abide by the Ethical Framework and standards of that body. Further information about the BACP Ethical Framework may be found at <https://www.bacp.co.uk/events-and-resources/ethics-and-standards/ethical-framework-for-the-counselling-professions/>

As part of my adherence to the BACP ethical framework I discuss the content of counselling sessions with a supervisor. This is to help ensure I work ethically and within my competence and is for your protection. During these times I never name you and your identity is protected.

Counselling sessions are usually for 50 minutes and will last no more than one hour. These sessions usually take place weekly and will be reviewed periodically. Payment is requested at the end of each session and may be made by cash, cheque or bank transfer.

I have a social media presence on Facebook, Instagram and Twitter, and a blog. You are very welcome to like or follow my posts on these counselling pages. I do not accept friend requests from clients, nor will I look for you on any social media or online. I will only use the contact details you have provided to keep in touch with you for appointment times or alterations to our meeting arrangements.

Cancellations or alterations to counselling appointments may be made by email to [jmillarcounselling@gmail.com](mailto:jmillarcounselling@gmail.com) or on 07761 023027. Sessions cancelled with less than 24 hours' notice will be charged a late cancellation fee.

Complaints about my practice may be directed to me in the first instance. If you are not satisfied how I have dealt with your complaint you may contact BACP on 01455 883300 option 3 or email [ask@bacp.co.uk](mailto:ask@bacp.co.uk).



I confirm that I have read and consent to this counselling contract and have been given a copy of the privacy policy and the data consent form.

Signed \_\_\_\_\_ date \_\_\_\_\_

Print name \_\_\_\_\_

Counsellor signature to counselling contract

Signed \_\_\_\_\_ date \_\_\_\_\_

Julie Millar