



Gracious Therapy Counselling Agreement

Information for clients

hello@gracioustherapy.co.uk

My name is Naomi and I am a qualified therapeutic counsellor, and registered member of the British Association of Counselling and Psychotherapy (BACP), adhering to their code of ethical practice throughout our sessions. My aim is to give you as much honesty and understanding as possible within each session and my hope is to create a safe and trusted environment for you, giving you the confidence to share and talk through whatever is on your mind. The process of counselling often leads to new perspectives and self-awareness, which can be both exciting and scary, so it is important that you feel heard, respected, and understood. I will aim to keep your goals as a central focus of the therapeutic process.

Session Information

- Counselling sessions last approx. 50 minutes. If you arrive late, the session time cannot be extended.
- If you are unable to attend a session, please give me as much notice as possible, via the email address provided, and I will do my best to reschedule for a more convenient time slot for you. I charge the full session fee if 24 hours' notice is not provided for cancellations.
- I charge £45 per PCT session and £55 per CBT session.
Bank transfers can be made to: Account No: 19704193, Sort Code: 04-06-05.
I ask that this payment is made no later than the day before your session, as this will act as confirmation that you will be attending your session. Please use your name as the payment reference.
- I review session fees regularly and give 8 weeks' notice of any increase. Please let me know if this would impact on your ability to access therapy and we can discuss further.
- The number of sessions vary, depending on your needs.
CBT is a short-term, solution focused therapy, so anything between 8 to 20 sessions is possible. Person-centred therapy is open ended, and I would be happy to see you on a long- or short-term basis, until you feel ready to end therapy.
- I will do regular reviews to check how you feel the therapy is progressing, and to understand if you are getting the right support from your sessions.
- I will aim to notify you well in advance of any upcoming holidays or breaks that I intend to take that could overlap with our sessions, and I will do my best to reschedule and find an alternative time slot where possible. During leave, I will not be taking phone calls or responding to texts, voicemails, or emails. If sudden illness occurs, I will notify you as soon as possible to rearrange our sessions. If serious illness were to occur, I have a family member nominated to contact all clients to inform them.



- You are entitled to end your sessions at any time, but please be mindful that processing the closure of a therapeutic relationship together can be beneficial; it is advisable to have an ending session.
- If you find yourself in a state of crisis during any of our sessions, it would be difficult to continue holding the therapy, so the goal in these situations would be to support you to get the local help you need rather than try to do any therapeutic work at this point. I will take the necessary and appropriate measures to support you in this instance. This could be by calling 999, your GP, 111 or a friend/relative. I would always aim to do this with your consent. If you are in crisis outside of a session and need immediate support, you can contact 999, 111, your GP or the Samaritans on 116 123.
- Sessions will not take place if you arrive under the influence of alcohol or non-prescribed medication.

Confidentiality

Anything that you discuss within these sessions will remain confidential, unless a situation is revealed in which I would have a legal obligation to disclose the information shared. These include:

- If you or anyone else is at risk of serious harm or abuse.
- Something that you mention breaks one of these 4 laws:
 1. The Prevention of Terrorism Act 2005
 2. Money Laundering Regulations 2017
 3. Drugs Trafficking Act 1994
 4. Protection of Children's Act 1999
- Or, if I received a court order or subpoena for any notes made.

In line with my ethical commitment to practice, I am required to carry out continued professional development, and to engage in regular on-going clinical supervision. If I need to discuss our sessions in any way during my supervision, I would not use any details directly identifiable to you, to keep confidentiality to a maximum. My supervisor is also held by the same privacy, data protection and confidentiality clauses. This commitment to confidentiality will also apply to any session notes that are taken during/after our sessions. I will be sure to keep any notes to brief themes and exclude your name and gendered pronouns, to maintain your privacy. These notes will be kept in a locked cabinet for a maximum of 3 years, in line with my insurance policy, and then destroyed.

If we were to cross paths outside of a counselling session, I would make every effort to respect your privacy and confidentiality. My privacy policy is available online at gracioustherapy.co.uk. Any questions about how your information is collected, stored, and destroyed are welcome.



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Client Information and Declaration

Name:

Date of birth:

Address:

Preferred contact: Text Phone call Email

Contact Number:

Email:

GP Practice:

GP Contact Number:

Emergency Contact:

Do you have any mental or physical health conditions that you think I should be aware of? Yes No

If you answered yes,
please provide details:

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I agree to the terms and conditions as stated in this agreement. I agree to how my data will be collected, sorted, and destroyed. I am aware I can ask to read the full privacy policy at any time. I am aware that Naomi Sinclair will not share my details with any third parties, except when there is an ethical or legal obligation to do so. I am aware that information about me will be held in a locked filing system and in password protected documents on Naomi Sinclair's laptop, which nobody else uses.

Client Signature: Date:

Name of Counsellor: Naomi Sinclair