

Draft Face to Face Contract

A contract is a legal and ethical document which is agreed between the counsellor and the client. As such the contract can be reviewed by either party as our work progresses.

Contract between Douglas Stevenson (therapist) and _____ (client)

My responsibilities as your therapist:

1. To be available to work with you on a regular day and at specific time.
2. If an appointment has to be cancelled, I will give as much notice as I can and offer an alternative appointment as soon as possible.
3. To work with you for a period of one hour per session.
4. To offer an appropriate, undisturbed and safe space.
5. To maintain professional and ethical boundaries at all times.
6. To regard all contact and information as confidential unless for the reasons listed below:
 - a) If I ascertain that the client is planning to take their own life.
 - b) If I ascertain that the client may be planning to harm others or themselves.
 - c) If the client is involved or planning terrorist activities or money laundering.
 - d) If the client is engaged in criminal activities.
 - e) If I am required to do so by subpoena – by a court ruling.
7. To encourage client autonomy.
8. If the client misses three scheduled appointments, without due reason, I will terminate our therapeutic relationship and assess whether future work would be in our best interests.
9. To refrain from engaging in conversation with you if we happen to meet one another in a social setting. This is to protect your identity and well-being.
10. To work within the BACP and COSCA Ethical Frameworks (*available upon request*) including regular supervision by a COSCA trained supervisor.
11. To review our therapeutic work and relationship regularly.

Your responsibilities as a Client:

1. To attend punctually.
2. To give a minimum of 48 hours' notice when cancelling/changing an appointment (*or the full fee will become payable*).
3. To inform your therapist if you decide to stop counselling.

4. To pay for each session – £30* before we commence our work.
5. Communicating with the therapist outside agreed counselling sessions to be limited to making, changing or cancelling an appointment unless by prior arrangement.
6. To refrain from attending if you are under the influence of drugs or alcohol (*if you do attend the therapist may cancel the session and charge you for it*).
7. To refrain from violence or intimidation towards the therapist.
8. To give permission to your therapist to contact your GP if he has serious concerns about risk to self or others (*see item seven under therapist's responsibilities*).
9. To refrain from engaging in conversation with your therapist if you happen to meet one another in a social setting.
10. To acknowledge any email or text communication within twenty-four hours so that the therapist is satisfied that the communication has reached you.
11. To discuss with your therapist when you feel ready to end your counselling. At least forty-eight hours' notice should be given in order to plan for an appropriate ending.
12. To inform your therapist if you are considering undertaking some other therapeutic relationship.
13. To give yourself permission to go at a pace which suits you.

*The cost of sessions will not increase from this price during the time we work together.

*There is a reduced cost for students in full-time education, those on benefits, key workers and trainee counsellors of £20.

*Payment can be made through Paypal or iZettle card transaction (found on website).

*Payment must be made twenty-four hours before we begin our work

Signed therapist: _____

Printed _____

Signed client: _____

Printed _____

Date: _____