

COUNSELLING AGREEMENT

I am a qualified counsellor and supervisor with nearly 30 years' experience and am a Senior Accredited member of the British Association of Counselling and Psychotherapy. I abide by their ethical framework for the counselling professions. I hold a DBS (enhanced) check and am professionally insured. As required by BACP I have monthly clinical supervision and am myself a clinical supervisor of other counsellors. I am qualified to work with individuals and couples and undertake regular continued professional development.
My website is www.haslemerecounselling.co.uk

This agreement is to help you remember what was discussed at your initial assessment and to understand what counselling offers you and the commitment involved.

WEEKLY SESSIONS

Counselling is a shared working process, which asks for commitment from both of us. I offer weekly sessions unless we agree otherwise (fortnightly sessions sometimes work well for couples and when working towards an ending we may decide to meet less frequently in individual work.) The total number of sessions depends on the issues to be worked on and will be decided and then reviewed by us together from time to time.

If you are attending as a couple, it is important that you are both there. I will not be able to see you individually if one partner does not attend, and the session will not start until both of you are present.

Each session will last for 60 minutes. It will start and finish at the agreed time – and it cannot be changed if you are late, as I may be seeing someone else following your appointment. I currently offer daytime appointments (0900-1800) on Tuesday, Wednesday, and Thursday.

WAITING LIST

I will do all I can to offer you regular appointments as soon as possible. However, there are times when I have a waiting list and so there may be a gap before counselling can begin. We will discuss this at the outset of your contact with me and arrange an assessment once I know I will have a regular space available. If I do not feel I am the most suitable person to work with you or if I do not have availability in the short term, I will discuss appropriate referrals with you.

THE COST

My fees are £70 per hour for Individual counselling and for Supervision, and £80 per hour for couples. I do review this from time to time but will let you know of any changes well in advance. You may pay by BACS - D C & Mrs J SAUNDERS Lloyds, 30-99-13, account number 00885451 or by cheque or cash. Please pay on the day of your appointment.

ATTENDANCE

As part of your commitment to the counselling process it is important to attend all the sessions (on a weekly basis) as agreed. I will be making a commitment to be present with you and will tell you in advance if for any reason I am going to be away for a session. It is important that we also negotiate known absences such as holidays well in advance, and that they are kept to a reasonable minimum. Your counselling hour cannot be used for anyone else whilst it is allocated to you.

I recognise that occasionally for unavoidable reasons for either of us a session must be cancelled unexpectedly; however, unnegotiated missed sessions will normally incur the full fee. This includes a situation where only one partner (if attending for couples counselling) is present. This will be treated as a missed session, and the session will not take place. If you need to cancel your counselling session at short notice (on the day of your session), please contact me on my mobile – 07712271071.

Please make sure that your phone is turned off so that we can focus fully on the session.

SAFETY

Violence, abuse and controlling behaviours are sometimes an issue for people who come for relationship counselling. In such a situation working with both partners together may not be safe. If this is the case, I will help each partner to get individual specialised support. If you are being hurt or feel afraid for your safety or your children's safety, you can call or contact the National Domestic Violence helpline 0808 2000 247 the Surrey Domestic Abuse Helpline 01483 776822, NSPCC 0800 800 5000 or the Police on 999 (Emergency) or 101 (non-Urgent). If you have been violent or abusive to your partner, you can choose to stop- contact RESPECT on respect.uk.net.

CONFIDENTIALITY

I offer you a confidential service. This means that information given by you will only be shared during my own clinical supervision sessions. However, you will remain anonymous – your personal details will not be disclosed. All records will be kept securely and in accordance with GDPR and the data protection act 2018.

The only exceptions to this are:

Any breach/proposed breach by yourself or anyone else of the Surrey Child Protection or Vulnerable Adults Procedure that you disclose to me.

Any planned serious harm to self or another
Offences under the Terrorism Act or GDPR

Even in these cases I will work with you and make every attempt to obtain your permission first. However, I have both a legal responsibility and a duty of care to my clients.

Counsellors are sometimes asked by clients, their solicitors, the police, or the courts for access to client records. I am not trained in specialist areas of diagnosis or social work assessment and the notes I take about sessions are brief. They are not suitable as evidence in legal proceedings, and I reserve the right to resist legal requests to produce records in court. This is to protect my duty of confidentiality to my clients, and to protect my reputation as a provider of confidential counselling and relationship support. I can in some circumstances and with client permission provide dates and number of sessions attended.

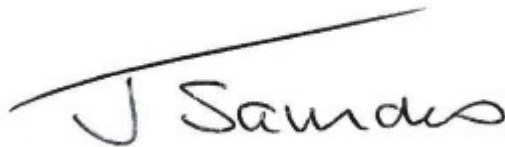
If you have any questions about your counselling or any concerns, please raise them with me straight away so we can work together to resolve them. I will always aim to resolve whatever is concerning you as efficiently and courteously as possible, and I request that you respond in the same way.

Please sign below to indicate that you have read and agree to this working alliance between us.

SIGNATURE(S)

PRINTED NAME(S)

DATE

A handwritten signature in black ink, appearing to read 'J Saunders', with a long horizontal stroke above the name.

JANE SAUNDERS

DATE 8/4/2025