



Homewood Counselling

karla@homewoodcounselling.co.uk / Tel: 07546883023

Working Agreement

Frequency and duration of counselling:

Sessions are usually weekly unless otherwise agreed.

We can agree to work together open-ended with regular six-week reviews or for a fixed number of sessions.

Fees: Counselling

The session fee is £50.00 for an hour session which includes time for booking following appointments.

This can be paid in advance or the day before leaving the session.

Payment can be made by either cash or bank transfer (please see bank details below).

K A Walters

Sort code 11-02-60

Account Number 00320505

This is reviewed annually on the 1st of April. Receipts are available.

Cancellation Policy:

If you wish to cancel an appointment, I respectfully ask for **a full 24 hours' notice**; otherwise, you will be liable for the full cost of the session.

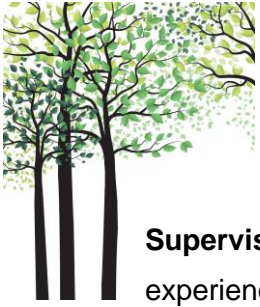
I will always try to rearrange a session to ensure the therapeutic work's continuity.

If I need to cancel a session, I will always try to give you as much notice as possible. In the unlikely event I cancel a session, no payment is required.

I will give you at least two weeks' notice if I intend to take a holiday. No payment is required when either of us takes a holiday.

Membership: I am a registered member of the British Association of Counselling and Psychotherapy (BACP)

Code of Ethics: As a registered member of the British Association of Counselling and Psychotherapy (BACP), I am bound by its code of ethics and complaints procedure. Information on the Ethical Framework and the complaints procedure can be found at www.bacp.co.uk.



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Supervision: Good therapeutic practice dictates that regardless of how well-qualified or experienced a therapist has become, there is still a need for regular supervision of cases. I receive my own supervision regularly, which helps to ensure self-care and that high standards are maintained.

Confidentiality: I treat all information disclosed to me as confidential, with the exception of my own supervisor. Any information my Supervisor receives is also treated as confidential, and we do not disclose clients' details to any third party.

When working with young people, sometimes there is a need to share information with parents, such as

- If the young person has disclosed they are hurting themselves or has thoughts about taking their own life
- If they disclose that someone is hurting them
- If they disclose their intent to hurt another.

I reserve the right to inform outside agencies, but I would not do so without discussing it with you, wherever possible.

Notes and Record Keeping:

The BACP requires that I keep session notes. It is my policy to keep these notes to a minimum.

The information I store includes the following:

- The young person's name, address, date of birth, etc.
- The signed contract
- Confidential case notes include a brief and factual account of each session.

All records are locked or password-protected, so only I can access them.

You can request in writing to see the information held on you.

Therapeutic Process: I offer all prospective clients an assessment interview. This allows both of us to decide whether we wish to work together. We would then agree on an appropriate number of sessions, and at the end of the period, we would jointly assess progress and

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establish any further action that may be needed. If we decide not to work together, I will provide alternative therapists or agencies to contact wherever possible.

Counsellors are trained to look beyond presenting problems to possible underlying causes. The therapeutic process aims to enable clients to understand better and accept themselves, to change feelings and behaviour to be more productive and rewarding, and to help them become the kind of person they are or want to be.

Influence of alcohol and substances:

Sessions will not occur if the client is under the influence of alcohol or substances.

Your Acceptance: My signature below indicates that I have read and understood all the information above and agree to abide by the terms and conditions outlined.

I have also read and agreed to the **privacy policy, and I understand how to access my data and what happens to the information taken during** counselling.



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