



Homewood Counselling

karla@homewoodcounselling.co.uk / Tel: 07546883023

Working Agreement

Frequency and duration of counselling:

Sessions are usually weekly unless otherwise agreed.

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

Fees: Counselling

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

Payment can be made in advance or on the day before leaving the session.

Clients can make payments via cash or bank transfer (please see bank details below).

K A Walters

Sort code 11-02-60

Account Number 00320505

Session charges are reviewed annually on the 1st of April. Receipts are available.

Cancellation Policy:

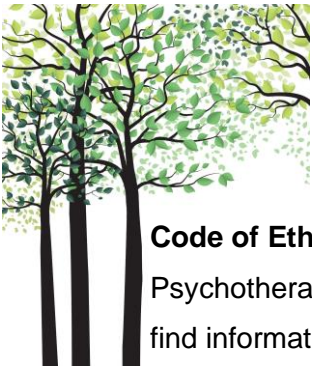
If you wish to cancel an appointment, I respectfully ask for **a full 24 hours' notice**; otherwise, you will be liable for the total cost of the session.

I will always do my best to rearrange a session to ensure the continuity of the sessions.

If I need to cancel a session, I will always 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 British Association of Counselling and Psychotherapy (BACP) member.



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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. Clients can find information about the Ethical Framework and the complaints procedure at www.bacp.co.uk.

Supervision: Good therapeutic practice dictates that regardless of how well-qualified or experienced a therapist has become, there is still the need for regular supervision of cases that need to be undertaken. I receive my supervision regularly, which helps maintain high standards.

Confidentiality: I treat all information disclosed to me as confidential, except for my supervisor. Any information my Supervisor receives is also confidential, and we do not disclose the client's details to any third party. Should I feel a client is a danger to themselves or others. Exceptions to confidentiality:

- If I believe you are at serious risk of harming yourself or others.
- If I cannot contact you and think you are in serious danger.
- Where the law requires me to break confidentiality, such as an act of terrorism, money laundering or drug trafficking.

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

Notes and Record Keeping:

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

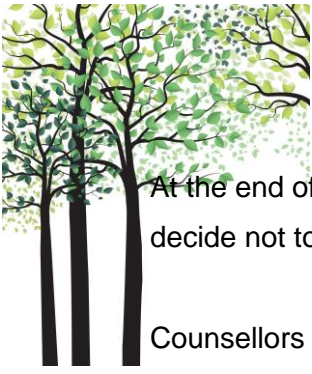
The information I store includes the following:

- Your 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 prospective clients an assessment interview, allowing us to decide whether we wish to work together. We would then agree on an appropriate number of sessions,



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At the end of the period, we will jointly assess progress and establish any further action. If we decide not to work together, I will assist by providing alternative therapists or agencies.

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 move towards becoming the kind of person you are or want to be.

Influence of alcohol and substances:

Sessions will not occur if the client is influenced by alcohol or substances.

Your Acceptance:

My signature indicates I have read all the information above. I agree to abide by the terms and conditions outlined and permit Karla Walters to contact the appropriate agencies if she believes she is a danger to herself or others. These circumstances are rare and will be explored before taking action. Finally, my signature also shows that the data protection information guidelines have been discussed.

Signed..... (Client) Date.....

Signed..... (Counsellor) Date.....



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