

Sarah Harrison Counselling agreement

It is important that you get the most from your counselling sessions. In order to do this, it is important that you and your counsellor are clear of what can be expected from each other during the course of your counselling.

What does Integrative therapy mean?

At the core of my practice is a person-centred approach which provides a space whereby you are at the centre of the counselling. This means that you are the expert of your own world, as your counsellor I will offer honesty, respect, support and a non-judgemental space where I will work with you to unlock or identify what issues are affecting your life and together we look at how you can work towards resolving them.

I also apply other approaches as an integrative therapist, I take the view that there is no single approach that can treat each client in all situations.

Integrative counselling aims to promote healing and facilitate wholeness - ensuring that all levels of a person's being and functioning (mental, physical and emotional health) are maximised to their full potential.

You will not be directed as to what to talk about or be told what to do. You also won't be offered advice. However I might occasionally offer perspective or highlight any patterns I see emerging.

Counselling Sessions

- Each session will be 50 minutes in length (you and your counsellor will decide between you the date, time and regularity of these sessions).
- Sessions will always start and end on time – if you are late for a session this session will not be extended but will end as per the originally agreed time.
- You are not limited to a specific number of sessions but a reviews will be undertaken where you and your counsellor will discuss progress so far and whether counselling is still required/necessary.
- Counselling can be demanding, frustrating and emotional and I understand that there may be a reluctance to attend at times. I would ask that you make a commitment to attend regularly and keep absence to a minimum as too many can affect progress.
- You are free to end counselling at any time but it is recommended that you discuss this with your counsellor first so that a formal ending session can be had.

Fees

- Each 50 minute session is £65
- To ensure your reservation is secured, kindly arrange **payment at least 48 hours before your scheduled session**. Please note that without this, I may need to release the booking, and it could be subject to cancellation.
- By signing this document, you are agreeing to pay this fee per session.
- **Payment details will be provided separately upon booking or in your welcome information.** Block payments are accepted but only in multiples of three sessions (as there is no guarantee how many sessions you may require).
- Receipts/Invoices can be provided where requested.

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- While price increases are rare, at times they may be necessary. I will give at least 3 months email notice of any changes. You are always welcome to discuss this in your therapy too.

Cancelling Sessions

Please give a minimum of 48 hrs notice when cancelling/changing an appointment or a full fee is payable. Should you cancel with more than 48 hrs notice there is no charge.

Confidentiality

Sarah Harrison Counselling work within the British Association of Counselling and Psychotherapy Ethical Framework (2018) which requires counsellors to offer the highest possible level of confidentiality to respect the client's privacy, keeping trust and client autonomy. There are exceptions where a counsellor may need to break confidentiality; the details of when this would occur are listed below.

Limits of Confidentiality

Your Counsellor will not pass on personal information about you (including information on attendance at counselling sessions) to anyone outside of the service subject to the following exceptions:

- If the client threatens to cause significant risk of harm to themselves or others
- If the counsellor believes a child or vulnerable adult is at risk of harm or abuse
- If the client shares information relating to the following legislation:
 - o The Terrorism Act (2000) requires that the counsellor disclose any belief of suspicion of acts of terrorism.
 - o The Drug Trafficking Act (1986) requires the counsellor to disclose to the police information of any individual making money through drug trafficking.
 - o The Road Traffic Act (2000) requires the counsellor to provide information to the police that might identify a driver in a traffic offence. In addition, if a counsellor becomes aware that a client may be driving whilst unsafe (e.g. through epilepsy, medical condition, drug or alcohol abuse) the law requires the counsellor to pass this information to the DVLA.
- The counsellor has obtained written consent from the client to pass on information on their behalf
- The counsellor would be liable to a court procedure if the information was not disclosed

The counsellor will usually attempt to gain consent from the client before passing on information, if the counsellor is unable to do so they may pass on the information to the relevant person/agency directly.

If a client discloses a safeguarding issue (in line with the above exceptions) then the counsellor will complete a risk assessment, and if deemed 'high risk' this will be passed on to the appropriate professional.

Sarah Harrison Counselling continues to respect the client's confidentiality and asks that the client does not bring anyone else into the session with them. There are exceptions when a third party may need to attend the counselling session these include, communicator for the deaf/hearing impaired, translator or interpreter for those with English not as their first language, a guide dog or helping dog, carer for those with a disability or additional needs.

Referrals

There are occasions when a counsellor feels they are not the best person to be working with a particular

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client or further support is required alongside the therapy. If this happens then I will discuss with you the possibility of a referral to another service.

Retention Policy

Sarah Harrison Counselling will hold client information and notes for no longer than six years after the client has left the service (for client's under 18 this will be until their 20th birthday). This information will be stored securely in line with the GDPR - General Data Protection Regulations (2018) and Data Protection Act (1998). After 6 years all client data will be destroyed unless being used as an ongoing investigation for criminal or child protection/safeguarding purposes.

Standards of Service

Sarah Harrison Counselling endeavours to provide all clients with professional, safe and confidential counselling where clients are free to explore issues, emotions and problems that are affecting them and their life.

If you have any concerns about the counselling that you are receiving, you are encouraged to discuss this with your counsellor in the first instance. However, if you feel unable to talk to them about this then you can contact the BACP my membership no. is 00900972.

Data Protection Complaints

If you have any concerns about the way your personal data is handled, you are encouraged to raise these with your counsellor in the first instance so that they may be addressed directly.

If you remain dissatisfied with the response, you also have the right to make a complaint to the Information Commissioner's Office (ICO), which is the UK supervisory authority for data protection matters.

Declaration

This agreement has been discussed with me and fully explained by my counsellor. I agree to under-taking counselling under the terms of this agreement.

By signing this agreement both you and your counsellor are agreeing to the conditions contained within it.

Client name.....

Signed (client)

Date

Signed (counsellor).....Sarah Harrison

Date20.05.26.....