

COUNSELLING CLIENT AGREEMENT

How I work

- Sessions are 50 minutes in length and will take place weekly, at the same time and day
- Commitment and agreement to attend on time each week is a prerequisite for working with me.
- Agreement that clients do not come to appointments under the influence of alcohol or drugs of any kind as this influences the work.
- I prefer notice of cancellations 72 hours before appointments. This leaves room for me to offer a different appointment time/day to ensure weekly therapy and to offer the appointment time to another client.
- When appointments are missed or cancelled at short notice, I do invite the payment of a cancellation fee. There is a cost to me for just being in the treatment space as well as the loss of potential income as I am self-employed.
- I am also a student member of the Association for Psychospiritual Practitioners (APP). I am therefore bound by the APP Ethical Framework for Good Practice in Counselling and Psychotherapy and subject to the Professional Conduct Procedure. The APP is a member of the United Kingdom Council for Psychotherapy (UKCP) abiding by their ethical framework.
- Our sessions are confidential although the focus of therapy and some of the issues may be discussed with my supervisor as I am a trainee psychotherapist. Please note that in this supervision, your personal details remain confidential.
- If I believe you are in danger of harming yourself or others and/or engaged in criminal activity, I will make contact with the appropriate external agencies. However, I will discuss this with you first.
- Any notes taken or private information shared or contact information about you will be stored safely and be covered by the confidentiality agreement set out by the UKCP and APP bodies
- You may also raise any concerns or complaints with me in the first instance, and if necessary, with my supervisor from the Institute of Psychosynthesis and thereafter with APP or UKCP.
- Please give at least 2 weeks' notice before ending therapy. Please note that the ending needs to be honoured and this takes time. The more notice you can give the better for you.
- I will let you know when I am unavailable a month in advance. If for any reason I am unavailable at short notice I will let you know ASAP.
- If you need to contact me outside of your appointment time, please be aware that I may not reply or if I do, it may well be brief, as I prefer to communicate during our appointment times not outside these times for confidentiality reasons and clarity of communication between us.
- Please pay each week though bank transfer to Starling Business Bank Account
Account Number: 59309251 Sort Code: 60-83-71

Print Name Client:

Print Name Counsellor: Michael O'Halloran

Signed Client:

Signed Counsellor:

Date:

Date: