

## LODDON COUNSELLING AND PSYCHOLOGY SERVICE

*Chris Ledger, Registered counsellor*

Tel: 07931229287 [www.loddoncounselling.co.uk](http://www.loddoncounselling.co.uk)

Earley, Reading, RG6

**Contract:** The following agreement reflects the commitment both of us have to the counselling process. Please read through it carefully and if you have any questions, we can discuss these.

**Registration:** Chris Ledger is a Registered member of the British Association for Counselling (BACP) & Psychotherapy and an Accredited and Registered member of the Association of Christian Counselling (ACC), and adheres to their Code of Practice and Ethics and Complaints procedure. Your counsellor is committed to respecting your autonomy and will counsel you to the best of her ability. A complaint can be made in writing.

### **Confidentiality**

As required by the Counsellors' professional bodies, the British Association for Counselling & Psychotherapy Code of Practice, and The Association of Christian Counselling, your counsellor has a supervisor and information of the counselling process may be shared confidentially with this supervisor.

Anything you wish to talk about during your counselling sessions will be regarded as confidential and I will not give that information to any other person unless (1) I am required by a court of law to do so (2) where I am legally required by law to do so, eg, drug trafficking, crime, terrorist or money laundering (3) I believe there is an imminent risk of you inflicting serious injury upon yourself or others or (d) you disclose to me some information about a child and/or a vulnerable adult being abused or at imminent risk or abuse when I shall follow safeguarding guidance and responsibilities.

Please read the Privacy Notice.

Digital media policy: Your Counsellor will not search Social media for any information about her clients. I agree that I will not share on any social media platforms, any written correspondence between us from our work together.

### **Appointments**

The client and Counsellor will agree a mutual time for an appointment and the number of appointments will be flexible according to the client's needs. The client and Counsellor each has a right to terminate this agreement but such notice will not release the Counsellor from the terms relating to the confidentiality. The client must give at least 1 week's notice in ending counselling otherwise there will be the full fee to pay for cancelling the session. The Counsellor shall not be liable for the death or injury of the client or loss of damage to the Counselee's property unless due to negligence or other failure of the Counsellor to perform his obligations under this agreement and general law.

### **Working on line (if this is the requested way of working)**

Please advise the electronic method you would like use: Skype, Facetime, What's App, or telephone.

- 1) Please make sure when we speak, you are not overheard or seen.
- 2) I will also make sure that I am not overheard or seen.
- 3) It's your responsibility to contact me at our agreed time.
- 4) Please make sure you turn off your electronics used immediately at the end of your session.
- 5) If we lose internet connection and cannot regain this, please phone. We can continue via telephone.
- 6) If you have a problem with connecting please phone or text me.
- 7) It is advisable to check before using Skype that you turn your computer on well before the appointment time, just in case there is an automatic download which could hinder your access.
- 8) My Skype name is: Christine.ledger6. Facetime; [chrisledger10@gmail.com](mailto:chrisledger10@gmail.com) or 07931229287

### **Contact**

Out of session contact by the client for genuine reasons (ie cancelling/changing appts) can be made via text or email. For any other reason the communication will be read, but may not be responded to. If there is a non-attendance, your Counsellor may decide to make contact.

**Payment**

*The cost* of each session (50 mins) is £45 - £50 depending on financial circumstances, (£42 for a student), payable at *on the day of your appointment*, preferably with a Bank transfer.

*Cancellations:* A fee of £30 will be made for sessions that are cancelled with at least 48 hours working-day's notice, and £45 (or student rate £42) for an appointment cancelled within 48 hours of an appointment.

*Missed appointments:* A charge of £45-£50 (depending on agreed amount, or student rate of £42) will be made for sessions missed with no notification. These expenses are to cover the cost of the counsellor's time. A receipt is available on request.

*Reports if requested:* there will be a fee for writing these.

**Signing of the contract**

I agree that my counsellor can hold defined information about me as referred to above, for the purposes of establishing a professional counselling relationship and I agree to my preferred way of working below. I also agree that the information can be retained for a defined amount of time as set out in the Privacy Notice.

Client's names (Print) \_\_\_\_\_ DOB \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

How do you wish to be contacted? Phone \_\_\_\_\_ Email \_\_\_\_\_

What electronic platform would you like to use if on line counselling? \_\_\_\_\_

Your Address:

\_\_\_\_\_

GP name and address: \_\_\_\_\_

Signed by Counsellor \_\_\_\_\_ Date \_\_\_\_\_

- Note: if Skype is my preferred choice for virtual on line counselling, I acknowledge that Skype uses encryption on the server side, not the user side. Skype cannot be eavesdropped.

What would you like to gain/what outcomes would you hope for from counselling? .....  
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15/6/21