



Online/Telephone Therapeutic Agreement



Paul Cullen (Counsellor) and (Client)

My responsibilities

- To start and end on time. (50 minutes, last 10 minutes set aside for closing session and checking next appointment.)
- To arrange the online counselling video or telephone sessions via ZOOM. **I will send out another detailed document which highlights how to access this. If we lose connection online, I will message you to ask you if you wish to re-arrange another session.**
- To maintain safe, professional boundaries and regard all contact and information as confidential unless I have reasonable doubt concerning actual safety of you or others. (See limits to confidentiality below.)
- To work within the [BACP Ethical Framework](#)
- To review our therapeutic work and relationship regularly.
- In the unlikely event of me cancelling an session, an alternative appointment will be offered ASAP.
- If you miss an appointment without informing me prior, then I will contact you by telephone call, text, email or letter to arrange next session.

Client responsibilities

- To attend online sessions punctually and give a minimum of 24 hours notice when cancelling/changing an appointment (**a £20.00 cancellation fee is charged, payable prior to the next session**).
- To pay each prior to the beginning of the session. **£40.00 payable by bank transfer. (Initial session is £20.00 and is paid prior to the session) Bank details are provided at the bottom of this contract.**
- Communication outside agreed counselling sessions to be limited to making, changing or cancelling an appointment.
- To agree to give permission to contact your GP if I have serious concerns about risk to self (client) or others.
- To discuss with me when you feel you are ready to end therapy.

What the I offer.



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I offer person centred therapy online which means we work together with what you bring into the session. I work in an integrative way which means I may bring other therapeutic approaches into the room, this might involve psychological education, E.G. To help you understand how the fight or flight response impacts people and exercises that can be practiced to reduce the impact.

Confidentiality

There are boundaries and limits to confidentiality in certain cases.

- Confidentiality may be broken if You or others are, in my opinion, seem to be in danger or at serious risk of being harmed .
- If I am required to do so by subpoena.
- If a client infers involvement in, or knowledge of an act of terrorism or of money laundering.
- The client infers knowledge of or involvement in drugs trafficking.
- The client infers knowledge of or involvement in behaviours that may, in the therapists opinion, lead to harm or neglect to children and vulnerable adults.

I will not necessarily inform you if I need to breach confidentiality, however I will try to discuss this with you if I feel it is in your best interests.

Supervision and confidentiality

I monitor my own practice by attending regular supervision with a professional therapist and am committed to my own self-development. There are times where aspects of our sessions will be taken to supervision to monitor my practice; **at no time will your name or any identifiable information be mentioned** and my supervisor is also committed to our contracted confidentiality.

Records of sessions

I keep brief notes of each session. My notes are kept on an electronic case management system that is secure and is only accessible by me. This system is in keeping with the guidelines as set out under [General Data Protection Regulations](#), I am also registered with the [Information Commissioners Office](#).

Complaints

If you have a complaint, or concerns our sessions, I encourage you to firstly speak to me, to see if I can help, this can be done in the form of a letter. However, if you don't feel that you can discuss it with me. Then you are advised to contact the [BACP complaints department](#) and speak to advisor there.

Please sign the following and return to me prior to the next session.

Signed Client..... Date.....

Signed Counsellor..... Date.....





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Once completed, please email back to paul@thirskcounselling.co.uk

If you have any questions before signing this, then please contact me, you can phone on
07394098833

Online Bank transfer details: sort code: 60-83-71 Acc No: 04392940