

Relationship Counselling Agreement with Jennifer Futter

MA (Distinction) UCLAN (2009) Graduate Certificate: Foundation in Couple Counselling (2007) Relate Lancashire, University of East London

This is a contract agreed between the counsellor and the client prior to the commencement of Relationship Counselling with Jennifer Futter. The contract outlines the responsibilities of the counsellor and clients in the therapy process.

Terms and conditions

Relationship counselling is offered to individuals or couples. If you attend as an individual the focus will be on the relationship.

Fees

Initial Consultation Assessment: £40.00 one hour

Ongoing Session: £60.00 one hour

Appointments

After your consultation we will make a verbal contract for how long and how often you would like to attend, weekly, fortnightly, or monthly for example. You are under no obligation to continue counselling if at any point you consider the counselling unsuitable or not beneficial or if the circumstances which you sought counselling are no longer relevant. We will discuss at the end of the assessment session if you want to; continue counselling, consider your options, or arrange an ongoing appointment at that time.

Counselling Approach

The counselling methods applied in the sessions are primarily systemic and psychodynamic.

Method of Session Contact

Contact will be via webcam at this time because of COVID-19. The Zoom platform will be used therefore you need to ensure the device you will be using is Zoom compatible. The duration of a session is one hour. There will be an additional 10 minutes added to the session, at no extra cost, to ensure any technical issues do not encroach on counselling time. As a backup please have your mobile phone available, as sometimes it is necessary to use audio by phone along with the Zoom webcam. You the client should do all that you can to find a private and undisturbed place for your sessions. You the client is responsible for the security of your devices. The counsellor will ensure that her devices are secure at all times. Should a technical issue occur before a session please contact me on 07871701707.

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Counselling Supervision

As a counsellor in private practice I am required to have regular supervision sessions with a fully trained, registered supervisor where we discuss practice issues. In this process personal details which identify you will not be disclosed. This is a requirement of the British Association of Counselling and Psychotherapy (BACP). Information discussed with a supervisor is treated as confidential and subject to the same ethical criteria as the counselling.

Confidentiality

The counsellor follows the BACP code of ethics.

<https://www.bacp.co.uk/media/3103/bacp-ethical-framework-for-the-counselling-professions-2018.pdf>

Issues discussed in sessions remain confidential and will not be disclosed to any person or organization without your consent. The exception to this rule is if there is a disclosure in counselling which would indicate harm to yourself or another. The counsellor would be required by law, to disclose this to a suitable agency or individual. Occasionally it may be useful to record a session(s) audibly to monitor counsellor my practice or for supervision purposes. Permission would be required from you to do this.

Arrangements and Contact

Any contact by email or telephone between sessions will be limited to practical issues and information only. Sensitive and personal material should only be disclosed in the counselling session. The counsellor will not respond to any form of contact via social media.

Payment Terms

If an agreement is reached to continue with counselling after your consultation payment should be made a minimum of 48 hours before the session.

Cancellation and Holidays

If you are unable to attend a session, the counsellor would expect no less than 48 hours' notice. The counsellor will do her best to accommodate unplanned events that may affect your attendance. We will discuss this over email or telephone and the counsellor will offer you an alternative time and/or date. If this is not possible the full fee will be charged for the missed session. Failure to attend an appointment will also incur the full fee.

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Insurance

The counsellor carries professional liability insurance and a Disclosing and Barring Service (DBS) certificate

Agreement

Counsellor:

Client/s:

Dated:

Client's Address:

Postcode:

Phone Number(s):

Email (s):

BACS Jennifer Gordon Futter

Sort Code: 07-00-40

Account No: 35437213

DATA PROTECTION

What data does the counsellor hold and why?

The contact data from your initial assessment, electronically, to enable contact with you.
The counsellor will ask for an electronic data acceptance for contact.

The counsellor records information about what you say sessions in brief note form which are used as an 'aide memoire'.

The counsellor records the number of sessions and payments made for business accounting purposes. These records have no personal other identifying details.

The counsellor will discuss with you how you like to be contacted. It is important that while you remain a client that you notify the counsellor if any of these details change.

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How is it stored?

Data is held electronically on a personal, password protected computer. Phone contact details are held on a password protected mobile work phone.

Appointments are recorded in a paper diary using a number and initial indexing identification system. Data about the number of sessions and payments are recorded electronically. Client records are held for as long as is necessary for the purpose for which they were collected. Clients have the '*right to be forgotten*'. Within a month of receiving a written request all records would be erased.

You the client have requested that Jennifer Futter correspond with you by phone /e-mail as a reasonable adjustment under the Equality Act / GDPR (Data Protection).

telephone email either (*Indicate which you prefer*)

I agree to the above terms and conditions

Counsellor:

date:

Client 1:

Client 2:

date:

email: sasajennifer27@gmail.com

mobile: 07871701707