

COUNSELLING AGREEMENT

Practitioner: Tracey Langrill BA (Hons) PGDip(Psych) AdvDip (Couns) MA MSc GMBPS MBACP
Contact Details: 07762 008799 / tjlangrillcounselling@gmail.com

Read this through carefully with your parent or carer. If you have any questions, then just ask me.

1. Qualifications

I am a Registered Member of the British Association for Counselling and Psychotherapy (BACP) and I work within the BACP's Ethical Framework for Counselling Professionals. That means I take working in a professional way very seriously. The BACP Ethical Framework is available on the BACP website – www.bacp.co.uk. My dog, Merlin, works with me and is covered by my insurance. Another document explains how I use your personal data (the 'Privacy Policy').

2. Fees & Sessions

Counselling sessions last for 50 minutes and are normally at the same time every week. My fee is £65 per session, payable by bank transfer up to 24 hours prior to the session (bank details will be provided). If you arrive late, I can't extend your session past the planned time, as this will affect my later appointments. I have the right to stop therapy sessions immediately if payments are not made. My fees are reviewed each year, every March, and I will give your parents/carers 2 months' notice of any increase.

3. Reduced Fees

I can charge a reduced fee of £40 per session to clients who are claiming benefits or are students in full-time higher education. This must be agreed prior to our first session, and I will require proof. This service is offered for a maximum of 12 weekly sessions. Payment methods are as above in para 2.

4. Cancellations

I need 48 hours' notice if you need to cancel a session, or the missed session will be charged at half the full rate. If less than 24 hours' notice, then the missed session will be charged at the full rate. I will make sure you are inconvenienced as little as possible if I cancel an appointment and will give you as much notice as I can, with a minimum of 48 hours' notice apart from in unforeseen circumstances.

5. Duration and Notification of Termination of Service

We can review your progress at every 6 sessions. I need two weeks' notice if you wish to stop sessions with me. If my circumstances change and I can't provide counselling to you, or if I feel that the counselling you require is beyond my skills, then I have the right to stop our sessions. I reserve the right to contact your GP if sessions are stopped by you and I have serious concerns about your welfare.

6. Holidays

I need at least two weeks' notice of any holiday arrangements you may make. I will provide you with at least 2 weeks' notice of my holidays.

7. Frequent non-attendance of sessions

I reserve the right to terminate this contract (meaning I will have to stop our sessions) if sessions are missed a lot. If I have not heard from you or your parent/carer within two weeks of a missed session, I will assume you don't want to continue counselling.

8. Attending Under the Influence

I can't deliver proper therapy to clients who attend sessions under the influence of non-prescribed medication or alcohol. I will have to cancel the session, but your parent/carer will still be charged.

9. My Own Supervision

All members of the BACP are required to have regular supervision to ensure that I am working as well as I can for you, and in a safe and ethical way. Parts of our work may be discussed during these sessions, but full names will never be used so you can't be identified. My supervisor is a member of the BACP and is covered by the same confidentiality rules as I am.

10. Confidentiality

Everything that we discuss in our sessions is confidential except in certain circumstances (listed below in paragraph 10b).

a. Record Keeping Confidentiality:

I have to keep accurate notes of our work together. I keep notes securely on a device that is used by me only and is password protected. For your parent/carer: I am registered with the Information Commissioner's Office (Registration ZB876417) and any information that I keep is subject to the Data Protection Act 2018 (DPA 18) and United Kingdom General Data Protection Regulation (UK-GDPR). See Information Commissioner's Office <https://ico.org.uk>, BACP's Privacy notice <https://www.bacp.co.uk/privacy-notice> and my Privacy Policy.

b. Exceptions to confidentiality:

i) I am allowed to break confidentiality if I think that you may be a danger to yourself or others. I will attempt to discuss this with you first, but this may not be possible. In this case I will also discuss my concerns with your parents/carers.

ii) I am not bound by confidentiality if I feel that I can assist in the prevention or detection of a *serious* crime; this includes safeguarding issues regarding other children or vulnerable adults, crimes regarding substantial financial gains and losses and acts of terrorism.

11. Contact between Sessions

I normally work Monday to Thursday between 9 and 6 and can only see you by appointment.

If you need my professional services urgently between sessions, I can be contacted during my normal working hours by email or text. I will try to reply to you or your parent/carer as soon as possible, but there may be a delay. If you feel you require emergency or urgent professional assistance outside my normal working hours, you or your parent/carer can contact NHS direct telephone 111, your GP, the emergency services or the Samaritans (freephone 116123).

12. Letters and Reports

I can write any relevant letters and reports but will need your and parent/carer written permission for me to do this. I charge a fee for writing letters or reports, and this is based on the time it takes me to write the document.

13. Complaints

If there is anything that you do not understand about this contract, or if you would prefer it in a different format, please let me know. If you are not happy with any of our sessions or the standard of my work, I encourage you to talk to me. If you feel unable to talk to me or in the event of a serious complaint, your parent/carer can contact BACP's 'Get help with counselling concerns' service, which provides confidential telephone and email guidance on what to do if you have concerns about your therapy or therapist. Phone 01455 883300 or 07811 762114 or 07811 762256 and leave a message, email gethelp@bacp.co.uk, or write to BACP, 15 St John's Business Park, Lutterworth LE17 4HB. If the complaint is about data handling, please refer to my Privacy Policy.

DECLARATION

I can confirm that I have read, understood and agree to the information provided in this agreement. I also understand that Merlin (a labrador considered temperamentally suitable) will be present in sessions.

Client Name: Signature:..... Date:

Parent/carer Name:..... Signature: Date:

Counsellor Name: Tracey Langrill Signature: Date:

Signed copies retained by client and Tracey Langrill