

## CONTRACT

Contract between ..... and Heather Dale

### **Beginnings**

Agreeing to work together means that we have contracted to meet at an arranged time, usually for fifty minutes, and in a safe setting, in order for you to examine any issues or problems you care to discuss. My role is to facilitate your process, and help you move towards change if appropriate.

### **Confidentiality**

Anything you choose to say to me within sessions remains confidential with the following exceptions:

#### **1) *Supervision***

I may sometimes feel it would be beneficial to discuss your sessions with my supervisor, or with other professional colleagues. These discussions will also be in confidence, and the purpose is always to enable me to be more effective in our work together.

#### **2) *Danger to self or others***

If you give me information that leads me to believe that somebody is in danger of serious harm, then I may feel obliged to take further steps. I would normally discuss this with you first, if possible.

#### **3) *Internet or electronic communications***

Nothing sent by e-mail or electronic equipment is completely safe, so please be aware of this if you contact me via, for example, e-mail, mobile phone or Skype

I rarely accept (or send) invitations to social media sites, so please be aware of this.

### **Cancellations / lateness**

If you cancel a session with less than three working days' notice, you will be charged the full fee. If you have not cancelled, I assume you are coming, and you will be charged for that session.

### **Code of ethics**

I am a Senior Registered counsellor and psychotherapist, accredited by the British Association for Counselling and Psychotherapy. I abide by their Ethical Framework. If you are not familiar with this, please look at their web site, at [www.bacp.co.uk](http://www.bacp.co.uk)

### **Contact between sessions**

This is normally restricted to short messages relating to practical issues such as timing of sessions. Longer contact is possible, by arrangement, and will be charged at the normal rate.

### **Notes**

Normally, I take brief notes after each session. This allows me to reflect on the work we have done together. If, at any time, you would like to see these notes, please feel free to ask.

### **Endings**

Once we have agreed to work together, unless we have agreed a fixed number of sessions, my commitment to you is open-ended. When you are ready to stop, I ask for at least one sessions notice, so that we both have time to reflect on how best to end our time together.

Heather Dale