A bird on a branch

Description automatically generated

This Counselling Agreement is made between **Emma Nightingale** and

…………………………………………………………………………………………………………………...[clients name]

Its purpose is to make sure that both client and counsellor are clear about what to expect.

If after our discussion today we are both satisfied with the terms of the agreement we will sign to say that we have read and understood the points laid out.

I will keep a copy for my records, and I will provide you with a copy for your information.

**Nightingale Counselling adheres to the British Association of Counselling and Psychotherapy (BACP) Ethical Framework:**

Confidentiality

I will provide a confidential space for you to safely explore any issues or feelings you want to bring to counselling. I am committed to accepting you as you are, without judgment, so that you may feel comfortable discussing difficult feelings and the challenges you face.

However, there are exceptions to this confidentiality:

* If you show intent to seriously harm yourself or others.
* If you tell me something that leads me to believe that a child/vulnerable adult is being harmed or at serious risk of being harmed.
* If you disclose that you have committed a serious crime or show intent to commit a crime.
* If I am ordered by a court to disclose information about you.
* If you reveal intent to commit an act of terrorism or are dealing in drugs or laundering money.

In these situations, confidentiality will be breached, and the necessary information will be shared with other professionals. I will, whenever possible, inform you if there is a need to breach confidentiality and keep you aware of any subsequent plans of action.

Supervision

To ensure I provide the best possible practice (and in line with the framework), I participate in regular clinical supervision with an experienced supervisor/counsellor. During supervision, I discuss my work and receive guidance, feedback, and support, which helps maintain high standards in my counselling practice.

Sessions

We will meet for one-hour weekly or fortnightly.

If you arrive late it is unlikely that I will be able to extend the timing of the session.

After the initial appointment we will agree on a number of sessions that you feel ready to commit to.

When we reach the week before the agreed number of sessions we will review how your counselling is going and make future plans.

Face-to-face counselling is offered in a private garden room. The garden room is located in my family garden. It is entirely separate from my family home, accessible through an external side gate & independent entry system. Although members of my family may be at home, they will not have access to the garden during our counselling sessions. The counselling room is a private, confidential space where no others will hear or observe us.

For online counselling you will need to have access to the video conferencing platform Zoom. You will need to agree to be in a private, confidential space where no others can hear or observe us, and you will need to agree that no recording will take place.

If you are not at the address you have given me on your client details form you must inform me at the beginning of the online session. This is necessary in case of emergency during or straight after the appointment. I will destroy this temporary information after the session.

I will provide online sessions from the private garden room detailed above.

I will provide regular appointments at a regular time.

This will be your dedicated space.

Breaks and Endings

Counselling can offer profound rewards. However, it is not always an easy process. If at any time you feel you would benefit from a break or wish to end your counselling sessions please discuss this with me so that we can work together towards a safe, and planned ending.

If you miss an arranged appointment without letting me know I’ll send a message using our usual messaging system**.** If I still don’t hear from you I’ll send a follow-up message to check on you. If I do not hear back, I will assume that you no longer wish to continue with your counselling and cancel any ongoing appointments.

Fees and Cancellations

Payment is due 48 hours prior to the session by bank transfer.

You must give at least 48 hours’ notice of cancellation to avoid payment for a booked session. If you give less than 48 hours’ notice, the full fee is payable as I cannot fill that appointment time at short notice.

Holidays, Training Days, and Counsellor Cancellations

I take approximately 25 days of holiday per year and will notify you of these times in advance, offering alternative sessions where possible.

If I am ill or have an emergency, I will notify you as soon as possible.

Outside the Counselling Sessions

To protect your confidentiality, if we meet outside the counselling sessions, it is better if we do not acknowledge each other. However, if you do acknowledge me I will politely say hello and move on.

Other information

I am a registered member of the British Association of Counselling and Psychotherapy (BACP). I have full professional indemnity insurance and DBS certification.

Agreement

I agree to undertake counselling with the terms above:

**Client Signature:**

……………………………………………………………………………………………………………………………….………

*Counsellor Signature:*

**Emma Nightingale**

*Date:* …………………………………………………………………………………………………………………..…………..