

## **Counselling Contract**

This contract is made on the      day of                      202      between  
(The Client) and  
(The Counsellor)

**Aim of Counselling:** The over all aim of counselling is to provide you with opportunities explore, discover, and clarify ways of living in a more satisfying and resourceful manner. The role of the therapist/counsellor is to facilitate your growth in ways which respect your values, personal resources, and capacity for self-determination.

**Duration of Counselling:** Where possible an initial contract of 6 weeks between therapist and client is recommended, following a review at this stage a further contract may be agreed.

**Duration of Session:** The duration of each therapy session is 50 minutes. I will start to draw your session to a close 5 minutes before the end of your session

**Payment:** PUT THE AMOUNT YOU CHARGE IN HERE

**Cancellation or change of appointment:** If you need to cancel a session for any reason (illness, bad weather etc.) you must give me 24 hours notice before hand. If you fail to give adequate notice you will be charged in full for your missed session. If I need to reschedule a session, I will give you at least 24 hours notice in advance and offer you an alternative appointment if possible. Nonattendance for 3 consecutive weeks without prior notification and reasonable explanation will result in renegotiation or termination of your contract.

**Confidentiality and Mandatory Reporting:** The counselling service I offer is confidential however the confidential does not mean absolute secrecy. I will share your personal date with third parties in certain situations to protect you, protect others and to comply with legal obligations e.g.

- If in my therapeutic opinion your are seriously at risk of harming yourself or harming somebody else I will contact your doctor and/other health professionals and/or your next off kin and/or contact any other appropriate person or bodies including but not limited to An Garda Siochana and /or TUSLA. This is to ensure steps can be taken to ensure your safety or the safety of other
- If you give me any information about a child or a vulnerable adult who has been or is likely to be physically or sexually abused or neglected or is at risk of such abuse or neglect I am legally obliged to fully report the matter to TUSLA. I am also mandated to fully report the matter to An Garda Siochana (Criminal Justice: Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012

- If you are involved in court proceedings, the court may subpoena me to give evidence or produce documents. I am legally obliged to comply with the court order.

Mandatory reporting and/or compliance with a legal order does not constitute a breach of confidence. I follow the Code of Ethics of the Irish Association for Counselling and Psychotherapy (IACP).

**Personal Data on Clients:** I process your personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act of 2018 and any other relevant statutory instruments or sectoral legislation

**Supervision:** I am required by my accrediting body (IACP) to have my work supervised by an accredited supervisor this is to ensure quality control and that my practice meets "best practice" standards: I am share my counselling notes with my supervisor when I do this I use a client code and never your real name. I will maintain confidentiality at all times during supervision

**Succession of Client Records:** In the event that I can no longer deliver a counselling service to you and/or you decide to retain the services of another counsellor/psychotherapist, you are free to request (in writing) that I release your counselling records which I will do directly to you. It is your responsibility to give them to your new counsellor/psychotherapist

**Complaints Procedure:** I am an accredited counsellor and supervisor with the Irish Association for Counselling and Psychotherapy (IACP). I request that if you have a complaint that you raise the issue of this complaint with me first with a view to resolving this issue. In the event that you need to refer the matter further this association has an ethical framework and a complaints procedure in place ([www.iacp.ie](http://www.iacp.ie)) On this website you will find this ethical framework and the procedure necessary to make such a complaint

**Court:** If you or your solicitor require a copy of your counselling notes for court purposes (or for any other purposes) it is your obligation to ensure that these requests are made in reasonable time so that I have adequate time to facilitate your request

**Inappropriate Behaviour:** Threatening behaviour and/or the use of abusive language will result in the termination of your counselling/psychotherapy contract with me.

**Termination:** If in my opinion you are in need of medical assistance (which is not immediately urgent) and where you are not willing to attend your doctor or give

me consent to contact your doctor I reserve the right to discontinue my therapeutic involvement with you and to terminate my contract with you

**Change of Contact Details:** By signing this contract you confirm that you will notify me of any changes to your personal details and/or contact details.

Client Name:

Therapists' Name:

GP name and contact number:

Next of Kin:

Client's signature:

Therapist's signature:

Date:

Singed:

Signed

Date: