

Re: Online and Telephone Counselling Service:

The client "X" (put the client's name here) has agreed:

- (1) All terms and conditions of the existing contract she/he has with the me stay in place
- (2) No recording by either party of any counselling session conducted online or by phone
- (3) Existing arrangements re contact between sessions e.g. in relation to cancellation of a session etc. remain in place
- (4) Every (put in the day here)day I (your name) will X contact online or by telephone (indicate weather are conducting online counselling or telephone) for the purposes of conducting an online or telephone (indicate weather are conducting online counselling or telephone counselling session): This arrangement will begin on (give the date the online or telephone counselling is to begin)
- (5) Interruptions that are not deemed serious will be dealt with immediately and will not be a cause for discontinuing the call
- (6) If disconnection happens X has agreed that that I try to re-establish connection within 5/10 minutes, and we will resume the session
- (7) In the event that such a reconnection does not occur. X has agreed that I will then send her/him a text to re-establish connection and at that point we will make alternative arrangements to continue the session
- (8) In the event that X has to disconnect suddenly for a serious reason e.g. she/he is in danger she/he will use the word " (select a word agreed between you and the client and note it here)"
- (9) She/he has given me her/his son/daughter/friend/husband (contact person name him or her here and (s)he is the person we have agreed that I should then contact to ensure X's immediate and on-going safety
- (10) I agreed that X will give my mobile number to her/his contact person so that mutual connection can be established and maintained should such a situation arise
- (11) X will be receiving online/telephone counselling phone call at (get address and note it here)
- (12) X will pay ?E/session

(13) X has signalled her/his acceptance of the terms and conditions of this addendum to our existing contract by an email to me at (give your email address) on (give the date

Signed: Your name

Date: