

New City Counselling Therapeutic Contract, Statement of Confidentiality and Contact Procedures

Your counsellor, Heidi Livermore, is a Registered Member of the British Association for Counselling and Psychotherapy (BACP) and is bound by their Ethical Framework for the Counselling Professions.

We will negotiate a therapeutic contract regarding frequency, duration and structure of sessions. This contract will be reviewed and either reconfirmed or updated at regular intervals. Details regarding cancellation and rearrangement of sessions are available within the FAQs tab on the home page of www.newcitycounselling.co.uk – please familiarise yourself with these.

All information disclosed within sessions and the written records pertaining to those sessions are confidential and may not be revealed to anyone without your permission, except where disclosure is required by law, e.g. the Serious Crime Act 2007. In such instances, I have a legal obligation to disclose information to a third party where there are reasonable grounds to suspect the abuse or neglect of a child, elder or dependant, or where a client presents danger to self, others or property.

I keep your contact details (first name/phone number/email address) and brief session notes securely under a code which does not identify you. This data is not shared with anyone. In an emergency, I may ask my Supervisor to contact you on my behalf if I am unable to do so myself. I undertake to delete all client contact details and session notes no later than 12 months after our sessions end.

As part of best practice, aspects of therapy may be discussed by me and my Supervisor. Where this is done, your identity is not revealed, and confidentiality is fully maintained. This complies with the BACP Ethical Framework for the Counselling Professions and provides an opportunity for me to reflect on my understanding of the work being done in the sessions with you, the client.

Should you need to contact me between sessions, please leave a message on 07933 242000 or via the www.newcitycounselling.co.uk website. I will endeavour to contact you as soon as possible within normal working hours and by the next working day whenever possible. If an emergency situation arises, please indicate it clearly in your message. If you need to talk to someone right away or out of hours, you can call the Samaritans on 116 123, or you could contact your GP.

For my Client: Please keep a copy of this document for future reference and return a signed copy to me for my records indicating that you've read and understood this contract. A copy of this contract is also available at www.newcitycounselling.co.uk. If you have any questions, or need clarification about any aspect of this contract, please ask.

Client's signature: _____ Date: _____

Counsellor's signature: _____ Date: _____