



Emily Duffy Therapy

The Counselling Contract

This is a mutual agreement set out between the counsellor and client for our foreseeable sessions.

Sessions & contact:

We will have an initial consultation which will last 45 minutes to discuss what you would like out of counselling. We will then agree if you would like ongoing sessions or would like to try single session therapy.

Single Session Therapy will consist of a single 90 minute session. If at the end of this session you feel you would like ongoing sessions then we can discuss this afterwards, although I will request us to have at least 2 follow up sessions of 30 minutes within the 2 months following the initial session either way.

Ongoing sessions last 50 minutes, and are a commitment of sessions held weekly at the same time and day (as agreed between us) until an agreed ending has been reached. The whole session time belongs to you, whether you choose to attend or not, I will not offer your time to anyone else, even if you are away on holiday.

How the sessions work?

By Phone: I will contact you at our agreed time each week, if I am unable to get hold of you on my first try I will try once more after 5 minutes.

By Zoom: I will send the zoom link to your email provided at least 10 minutes before the session is due to start. If you don't connect with me within the first 5 minutes I will follow up with a second email to check the link has been received.

For both instances: If I still can not get hold of you after the 2 attempts, it will be your responsibility to contact me. I will only be available for the agreed time of the session, so no time will be added if you are late to a session.

Cancellation:

I understand that Counselling can be challenging, frustrating, emotional, and there can be a real unwillingness to attend, but I would ask you to make a commitment to attending regularly and keeping absences and session changes to a minimum.

If you need to cancel a session I will require at least 24 hours notice otherwise a 50% payment of the agreed session fee will be required.

If you miss the session without notice I will class this as a missed session and still require 100% of our agreed fee for the session.

If you miss 2 consecutive sessions without contact, I will assume that you are no longer able to attend and withdraw your space.

My commitment to you:

Due to ongoing health conditions and flare ups, I may need to cancel our session on short notice; I will give you as much notice as possible before the session, will not charge you for the missed time, and I will endeavor to keep this to a minimum where possible. I will also reschedule to a suitable day & time within the week where possible.

In regards to holiday/training/workshops, I will give you at least 2 weeks notice of any weeks I am not available for our sessions.

Endings:

When you feel ready to end our sessions, I ask for at least 2 weeks notice so we can look to review and round our sessions off.

Right to Refuse:

Please do not attend our sessions under the influence of alcohol or any drugs. If you do, I have the right to cancel the session.

I will also not tolerate any abusive or aggressive language towards myself. Whilst I encourage emotions to be explored in our sessions, if I feel your behaviour is inappropriate, and if after discussing this with you it continues, I have the right to cancel/end our sessions.

Confidentiality:

I agree to keep everything we discuss together in the sessions confidential. There are a few exceptions where I may need to break confidentiality as outlined below:

If you are deemed to be an immediate risk of harming yourself or others then I will have to break confidentiality by contacting the relevant services; though I will always try to discuss this with you first. Other reasons for breaking confidentiality are a) If terrorism related information is disclosed, b) if required by a court case, c) if there are serious concerns regarding a child's safety.

As a member of the NCS, I am required to have regular supervision and will need to discuss my work with a supervisor on a regular basis. However, I will not disclose anything that would enable you to be identified. Supervision sessions are to allow me to gain support and guidance in my work and also to check that I am working ethically and competently.

I also keep brief notes after each session, which will be anonymised and securely stored. These notes will be protected under Data Protection Act 2018 and the ICO regulations. See my Privacy Policy for more detail.

If I were to be unable to contact you or continue sessions due to severe illness or death, a colleague will contact you on my behalf. They will only have access to your name and email provided and will not know of any content of our sessions.

Ethics:

I am a member of the NCS (# NCS20-02120) whereby I abide their framework of ethics. I am also committed to Continuing Professional Development (CPD) and have regular supervision of my practice.

Complaints:

If you have any complaints then I would encourage you to bring these to our sessions so we can look to resolve them together. However if you feel unable to do this, you are able to turn to the NCS for independent service through their website.

Fees:

The initial assessment of 45 minutes will be £30.

My guide fee for going 50 minute sessions is £50 unless otherwise agreed.

My guide fee for 90 minute Single Session (including two 30 minute follow ups) will be £80 unless otherwise agreed.

If you feel you are unable to afford this we can discuss this in our consultation as I do have a few low cost slots available at reduced rates.

Payment:

Please can you send payments by no later than 24 hours after the session. My bank details are as below:

Sort Code: 04-00-04

Account Number: 58447624

Reference: your initials.

Contact outside of sessions (Social Media & Outdoors):

The counselling relationship is to remain professional and so I won't accept or send any personal 'friend requests' on any social networking site, as this can blur the boundaries we hold and compromise the professional and confidential nature of the counselling relationship. However, I do have professional accounts which you are free to follow.

It is not out of the realms of possibility that we could bump into each other outside of the counselling 'room'. If we were to see each other in the real world, I will not acknowledge you so as to keep our relationship confidential.

This can be trickier via Social Networking where groups, discords etc. are involved, however where possible I will limit any contact so as not to compromise the counselling relationship. If our paths do cross on any social media platform then we will discuss this in the next session.

See my Digital Policy for more details.

If you do need to contact me for cancellations or alterations of our session, please use my details below. Do note I don't always have my phone to hand, so I may not reply straight away.

Phone: 07508387585

Email: emilyduffytherapy@gmail.com

If you are in a medical emergency please contact 999. In times of crisis or when feeling suicidal please contact one of the helplines below:

The Samaritans: 116 123 (24/7)

LGBT Switchboard on 0300 330 0630 (10am–10pm every day)

CALM on 0800 58 58 58 (5pm–midnight every day)

Text 'Shout' to 85258 for text based support

We will go through the main points of this agreement in our initial session and also address any questions that you may have.

Please can you complete the client details form to confirm you are in agreement with this contract.