

Client Counselling Agreement

ENS Counselling Emma Nicholson

PROFESSIONAL REGISTRATION AND CODE OF ETHICS

Emma Nicholson adheres to the British Association of Counselling and Psychotherapy (BACP) code of ethics and is a registered member of the BACP. BACP membership number: 00953067
Information about the code of ethics and the counselling profession in general can be found at www.bacp.co.uk

INSURANCE

Emma Nicholson carries professional and public liability insurance.

CONFIDENTIALITY

Emma Nicholson is committed to protecting your confidentiality and privacy. Emma Nicholson will hold confidentiality unless you or someone else is at risk of harm, in which case she would endeavour to speak with you first. If this is not possible Emma Nicholson will follow the risk management protocol for safeguarding, contacting external agencies and risk management.

Emma Nicholson has an up to date GDPR CPD qualification and complies with GDPR and data protection fully

CANCELATION POLICY

Counselling sessions will be booked a minimum of two weeks in advance to ensure availability of workspace. Counselling is a weekly commitment.

Owing to room hire and overheads, Emma requires five days notice to cancel sessions.. Any sessions canceled after this time, including illness, must be paid for. Please do let Emma know as soon as possible if you cannot attend for any reason.

FEES

Weekly counselling with Emma Nicholson is charged at £45 per hour (50 minute) session. This is payable via bank transfer, card

reader or cash prior to the session via invoice or at the beginning of a face to face session. Reduced rates are occasionally negotiated.

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COUNSELLING DELIVERY

- Face to face
- Online via Zoom, Emma Nicholson will usually work from a rented counselling workspace, as long circumstances permit. Zoom is end to end encrypted and therefore secure. Emma is a qualified online/telephone counsellor.
- Telephone or landline - to be agreed individually

ENDING COUNSELLING

- Please feel confident to discuss ending counselling with Emma Nicholson, it is your time, money and journey.
- Ending counselling is a crucial part of the therapeutic process and ideally will be negotiated between Emma Nicholson and yourself as a client. Depending on the duration of the work, some time should be spent on finishing the work and saying farewell.
- Please give Emma Nicholson as much notice as possible if you need to finish counselling prematurely, a minimum of five working days notice is required inline with the cancelation policy.

EXCLUSIONS

- The client does not take non-prescription drugs or drink alcohol before sessions. Where medication is necessary (ie pain relief) but will cause side effects, it is advisable to tell Emma at the start of the session.
- The client will be considerate of other people using the workspace.
- The counsellor, Emma Nicholson reserves the right to terminate counselling immediately where the client is not abiding by the agreement above and if there is a perceived or real threat to the counsellor's wellbeing.

CONTACT

- As a general contact please email encounselling@gmail.com this is not an emergency contact and will be monitored only within working hours.
- The mobile phone number provided is for appointments and where there are issues with zoom calls. It is switched off on non working days and outside of office hours.
- In the case of an emergency or/and mental health crisis please contact your GP in the first instance, or attend A&E or call an ambulance if you are in a remote area and unable to drive. For non emergency but urgent mental health/medical support 111 can be an out of hours resource or contact. If you are concerned about your mental health or feeling suicidal you can also text "SHOUT" to [85258](https://www.shout24.org/) for free from all major UK mobile networks. You'll then be connected to a volunteer for an anonymous conversation by text message. Please do also inform me via email or text message once you have sought emergency mental health support.

- **SIGNED BY, EMMA NICHOLSON COUNSELLOR**

Signature.....

Date.....

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SIGNED BY.....CLIENT

Signature.....

Date.....

