**OK With You**

Client Contract

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**www.okwithyou.com**



**Counselling Contract Form**

This contract is between OK With You Ltd and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Client)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Client’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GP/Surgery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Counsellor**

The counsellor has indemnity insurance and is a registered member of the British Association for Counselling & Psychotherapy. The counsellor is bound by the BACP’s Code of Ethics, and is subject to their complaints procedure.

The counsellor works predominantly from the Person-Centred theoretical approach, but may also integrate other approaches and skills when appropriate and helpful.

**Confidentiality**

Everything that is discussed within a counselling sessions will be held in the strictest confidence. There are very few circumstances that the counsellor would be need to share the client’s personal data and this would usually be with the client’s consent, e.g. sharing important information with the client’s GP, or crisis team. Some personal details, such as the client’s name, may also appear on any business bank statements shared with OK With You Ltd’s accountant(s) for auditing purposes. However, the counsellor may also be obliged to contact the police if the client is suspected to be committing or has admitted to committing a crime, if the client is involved in a breach of national security, or if the counsellor believes that the client intends to cause serious harm to themself or another person. The client’s data will be shared as a duty of care towards themself or any other person.

**GDPR**

OK With You Ltd is the data processor for all data collected by OK With You Ltd. The client’s data will be processed in accordance with GDPR regulations. The OK With You Ltd GDPR Privacy Notice is available to view and download via the OK With You Ltd website, and should be read in full by the client before signing this document. By signing this document, the client acknowledges and agrees to the processing of their data in accordance with the OK With You Ltd GDPR Privacy Notice.

**Sessions & Fees**

Sessions will last for approximately 50 minutes. Regular sessions will take place on a weekly basis, unless agreed otherwise. The fee per single session is £45, unless agreed otherwise. Free sessions and concessions will be agreed at the counsellor’s discretion, confirmation of which will be sent to the client prior to the first session.

**Cancellation**

48 hours’ notice is required to cancel a session. If less than 48 hours’ notice of cancellation is provided by the client, the fee will be non-refundable. If the client provides less than 48 hours’ notice and pays using cash, the full fee will be payable at the next session. In the event of an emergency, this 48-hour notice period and any relevant fees can be negotiated with the counsellor.

Should the counsellor be unable to attend an appointment, 48 hours' notice will be given to the client where possible. Sessions cancelled by the counsellor will be rescheduled, or a full refund will be provided for that session. If the counsellor is unable to provide 48 hours’ notice due to an emergency, sickness or unexpected personal circumstances then a full refund will be provided for that session.

**Online & Telephone Counselling**

Therapy can also be facilitated online or via the telephone. Preparation is encouraged prior to each remote session so that the client can get the most from the service. OK With You suggests that the client makes sure they have some privacy and are unlikely to be disturbed. OK With You Ltd accepts no responsibility for any compromising circumstances impeding on the therapy, potential data breaches, or harm resulting from the client’s chosen environment.

**Alcohol & Substance Misuse**

I acknowledge that the therapist may wish to discuss boundaries around intoxicants with me, and that a session may be terminated if the work is impeded by the use of drugs and/or alcohol.

**Respectful Behaviour**

Whilst the counsellor will aim to be non-judgemental when working with the client, certain behaviours will not be tolerated. All sessions will begin with a mutual expectation that both the client and counsellor deserve to feel safe and will not be subjected to abuse or indecent behaviour. In the event of aggressive or inappropriate behaviour, the counsellor reserves the right to end the counselling session immediately and terminate the counselling contract with immediate effect.

***Please note: The counsellor will not be able to continue with the session if the client is under the influence of drugs and/or alcohol.***

**PLEASE READ THIS CONTRACT CAREFULLY**

The client must read this contract and the OK With You Ltd GDPR Privacy Notice in full prior to signing this document. If the client wishes to negotiate changes to this contract, then a consultation can be arranged with the counsellor in advance.

I fully understand and agree to the terms defined in this document:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Client)

Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Counsellor)

Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_