

## Compass Counselling Contract

### Counselling For You

This is an agreement between Compass and .....

Compass is a charity that provides quality, affordable counselling. It is not part of the NHS. Compass adheres to and works within the BACP (British Association of Counsellors and Psychotherapists) ethical framework. The BACP is the professional governing body that sets the values for good counselling practice. A copy of the BACP ethical framework can be found on their website at <http://www.bacp.co.uk/ethical> framework. All Compass counsellors work within this framework. As part of Compass' recruitment procedure all counsellors' qualification certificates are checked. If you have any queries or concerns with regards to your counsellor's practice please address these with your counsellor first then if you wish you may contact one of the Counselling Service Managers at Compass.

Compass currently offers up to a maximum number of 24 sessions of counselling per client. These sessions will take place at regular intervals (normally weekly) and will each last for 50 minutes. It is important for both parties to commit to regular sessions. Compass requests that at least 24 hours notice be given when cancelling an appointment. If you wish to cancel an appointment please contact the office on 0151 237 3993 as soon as you can. If the office is closed please leave a message on the answering machine. If 24 hours notice is not given you will be expected to pay the agreed fee for the missed appointment at your next session. This will be in addition to your regular fee. Any appointments that you DNA or fail to give the 24 hours notice for will count towards your number of counselling sessions. If Compass needs to cancel your planned counselling appointment we will try to give you as much notice as possible. Contact is usually made by telephone, respecting any instructions you may have given us with regards to confidentiality. Your counsellor will let you know in advance of any breaks to your planned counselling sessions due to holidays or meetings.

I consent to this ( )

Anything that you say to your counsellor is confidential and kept within Compass with the following exceptions.

- If your counsellor is concerned that you intend to end your life, your counsellor will request your consent to contact your General Practitioner or other mental health professional. Should you refuse to give consent, your counsellor will break confidentiality according to Compass guidelines in order to liaise with others.

- If you divulge any information with regards to a child or vulnerable adult who is being harmed or at current risk of harm from you your counsellor will request your consent to contact the relevant authorities. Should you refuse to give consent your counsellor will break confidentiality in line with Compass guidelines. Your counsellor would hope to discuss any breach of confidentiality with you.
- If you disclose information that you know or suspect a child is being abused by someone else we will discuss the best course of action with you. This may include the counsellor contacting the relevant authorities. Should you not give consent to this your counsellor will break confidentiality in line with Compass guidelines. Your counsellor would hope to discuss any breach of confidentiality with you.
- If you divulge any information with regards to: acts of terrorism, drug money laundering or treason Compass will be unable to maintain confidentiality for legal reasons. In these circumstances Compass will inform the relevant authorities. Compass will endeavour to support a client through any breach of confidentiality.

All Compass counsellors attend monthly supervision to oversee their work and to ensure the service that we provide to clients is of the highest standard. Your identity in this process is not revealed. Supervision is standard practice.

Compass keeps records of your initial assessment and attendance. These notes are kept in accordance with the General Data Protection Regulations 2018. They are kept securely. Our current policy is to keep very brief records for 7 years. A copy of our Privacy Policy is available for you to take away today if you wish

I consent to this ( )

I (print name).....have fully understood and agree to undertake counselling in accordance with the terms outlined above.

I agree to a fee of £40 per session.

Client's signature.....Date.....