

Julia Crane

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Counselling Contract

Counselling approach

I believe that my clients have the desire and the capacity to grow towards fulfilling their true potential, and that they are the experts on their own lives. I will therefore not give you advice or offer solutions, but will work with you to help you to understand yourself more fully and to find your own inner resources. With greater self-awareness and trust in yourself, I hope that you will be able to make constructive changes, leading to a more satisfying and meaningful life.

Confidentiality

Everything you share with me in the course of our work together will be treated as highly confidential. However, there are one or two limits to confidentiality, which you need to be aware of:

- In accordance with the ethical framework of the British Association for Counselling and Psychotherapy (BACP), I am required to undertake regular supervision. For this purpose, I may disclose some details of our work to my supervisor.
- I may be legally or ethically obliged to break confidentiality, for example where I consider your welfare or the welfare of others to be seriously at risk.

Wherever possible, I will consult with you before breaching confidentiality.

Sessions

Our initial contract will run for six weeks, after which we will review the counselling process and negotiate further sessions as appropriate. Normally we will meet on a weekly basis at a regular time.

Payments

Payment will be taken at the beginning of each session. This can be by cash, debit or credit card, or PayPal to counselling@juliacrane.co.uk. Your fee will be.....per session.

All fees must be paid in advance of or at the beginning of the session. I have a debt recovery policy, which you can download from www.juliacrane.co.uk/document-downloads

Late cancellations

Late cancellation fees are payable as follows: 0-24 hours' notice of cancellation or rearrangement - full session fee is payable. 24 - 48 hours' notice of cancellation or rearrangement - 50% of the session fee is payable. Wherever possible, I will give you at least 48 hours' notice of any change to an arranged appointment.

Email / telephone contact and Social Networking

Contact by email or telephone in between sessions will be limited to practical arrangements only. I will not enter into telephone or email counselling except by prior agreement.

I do not accept Social Networking friend requests, as this can compromise the confidential and therapeutic nature of the counselling relationship. For a full explanation, please download my Social Networking Policy from www.juliacrane.co.uk/document-downloads.

Ending counselling

Normally, the ending of the counselling contract would be by mutual prior agreement. However, you have the right to end your counselling at any time. I would appreciate it if you would let me know if you decide not to come back, giving at least 48 hours' notice. **You will be invoiced for any unpaid fees.** If at any time I feel that counselling is no longer helpful or appropriate for you, I will discuss this with you and may suggest you discontinue.

Ethical framework

As a BACP registered counsellor, I am bound by its Ethical Framework for Good Practice and am subject to its complaints procedure. Please ask if you would like a copy of either of these documents.

Signed _____ Date _____ (Client)

Signed _____ Date _____ (Counsellor)