

Piece by Peace Counselling Agreement

e-mail support@piecebypeacecounselling.com
mobile 07514 132966
www.piecebypeacecounselling.com

Information about Your Therapist

Rachel Prosser will be providing you with therapy services. These services may consist of assessments, therapy sessions, workshops, and review of records. Rachel is a fully Qualified Registered Therapist and member of the British Association of Counselling and Psychotherapists (BACP). She follows their ethical framework for good practice, which can be found on their website www.bacp.co.uk

Confidentiality

Your sessions will be confidential however there are some circumstances whereby Rachel is legally obliged to disclose information. These circumstances are as follows:

The Terrorism Act 2000

Drug trafficking and money laundering

Serious Crime Act 2015

The Children Act 1989

The Female Genital Mutilation Act 2003

Serious Harm to yourself or someone else

If Rachel felt that there was a need to break our confidentiality, then she would obtain your consent unless there was a **real risk of serious harm/serious breach of law** and the risk was **imminent.** If this situation was to arise, then Rachel can make contact with the necessary person/organisation without your permission.

Session meetings

Rachel is fully trained in delivering counselling on the telephone, online via the zoom application or face to face. Your preferred way of working will be arranged upon our initial phone call. You have the option of booking a session that will last for 60 or 90 minutes either online (Zoom) or face to face (The Zen room, Soul Angels).

Rachel is happy to provide short term fixed counselling, or she can provide open ended sessions where we will regularly review every 6th session. We would aim to meet regularly at a mutually convenient time usually once a week or once a fortnight.

Online Sessions:

You will either be sent a password protected Zoom link by Rachel directly, on the morning of your session. Rachel will let you into that meeting and then lock the room after you have entered. Please ensure you are in a private secure space where there will be no interruption. Should the signal be lost and cut off, Rachel will try the Zoom link again, failing that she will telephone you and either agree to continue by phone or bring the session to an end.

Cancellations or non-attendance

Rachel recommends, for effective treatment, that you attend weekly, unless otherwise agreed. You will endeavour to attend on time as session times will not be extended due to lateness.

If you are unable to attend an arranged appointment, then Rachel would require 24 hours' notice. Rachel will follow the same procedure if she has to cancel our session. Sessions cancelled without 24 hours' notice **will be charged at the full amount of £55.00, as will sessions missed without notice.**

If sessions are missed by more than one consecutive session without communication, Rachel will attempt to contact you to understand the reasons for these absences. Should she be unable to reach you after a reasonable period, she will conclude that you have chosen to end the therapy sessions. In such cases, the therapeutic relationship will be considered concluded, and your file will be closed. Additionally, therapy may be terminated if

attendance becomes too sporadic to allow for meaningful progress, but any decision to this effect will be communicated to you beforehand, with explanations provided for the decision.

Supervision

In accordance with the BACP Ethical guidelines, Rachel participates in individual counselling supervision. Rachel meets with her supervisor once a month to discuss her way of working. There are times when client work is shared, but all identities are kept anonymous.

How I use/store information. General Data Protection Regulations (2018) GDPR

As required by the General Data Protection Regulation (GDPR), your name and contact details will be kept on a secured laptop or in a secure, locked cabinet. Rachel will not keep data any longer than is necessary and it will be destroyed securely as directed by her insurance company. Rachel's notes are minimal, and they reflect the creative time together which means they only make sense in that therapeutic space. Sometimes, permission is asked by clients, their solicitors, the police and the courts to access to client records. As these records are not suitable for use in legal proceedings, Rachel reserves the right to resist legal requests to produce these in court (for example for divorce proceedings). Any request to provide a written report made will be considered on a case-by-case basis on receipt of written consent by you to the request.

Rachel is registered with ICO

Costs

Having an appointment means that time has been reserved for you, Rachel reserves the right to charge the full fee for appointments missed or cancelled with less than 24 hours' notice. The fees are £55.00 per session. **A deposit of £25.00 will be needed to secure your session.** This will be asked for when the session is confirmed. All payments can be made via a BACS transfer or cash when meeting face to face. Please note, my fees are reviewed annually.

Bank details are as follows:
Rachel Prosser
Sort Code: 11-37-19
Account No: 00056399

I have read and understood the above information and agree to the conditions for counselling.

Signed:
Counsellor……
Date:

Signed:
Client……
Date:

If you require urgent support at any time please contact your GP or go to your local Emergency Department. You can also contact the Samaritans 116 123 (24 hours support line)

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Registered Member **384984**
MBACP