

## **James Field**

### **Counselling Contract**

#### **About James Field**

James Field is a qualified counsellor and a registered member of the British Association of Counselling and Psychotherapy (BACP.) He is committed to ongoing membership of the BACP and to meeting the ethical and professional standards this requires including a commitment to work within their Ethical Framework, maintaining professional insurance cover and a commitment to supervision and ongoing CPD. For more information about professional standards visit the BACP website.

#### **Fees**

1. Individual counselling sessions are one hour in duration and charged at £40 per session.
2. Payment can be made in person at the time of the session or in advance.
3. Accepted payment types are cash or cheque.
4. Clients may pay by bank transfer in advance of the session. Bank details will be provided on request.
5. James Field will usually review session fees on an annual basis and, from time to time, it may be necessary to raise fees in line with rising living costs. Existing clients will be notified at least two months in advance of any change to their session fees.

#### **Cancellation Fees**

1. Sessions cancelled less than 48 hours in advance will be charged in full.
2. James Field may, at his discretion, reduce or waive cancellation fees in the event of extenuating circumstances.

#### **Holidays**

James Field will give at least one month's notice of any planned holidays of less than two weeks duration and two months notice of holidays of greater than two weeks duration.

#### **Sickness**

If James Field is unable to attend a session due to sickness or an emergency he will give as much notice as possible. No charge will be made for a session cancelled by James Field and any fees paid in advance will be refunded.

#### **Termination of Counselling Sessions**

James Field reserves the right to end any counselling session with immediate effect if the client is intoxicated, incapacitated or unable to participate in the counselling process for any reason. The fee for that session will still be payable.

#### **Termination of Contract**

##### **Termination by the client:**

1. This contract may be terminated by the client at any time providing any unpaid session fees or cancellation fees have been settled.

##### **Termination by James Field:**

1. In the absence of any extenuating circumstances, James Field will give at least two months notice of any intention to terminate this contract in keeping with professional and ethical standards. Extenuating circumstances might include serious illness, bereavement or serious financial constraints that would impair James Field's ability to offer a safe, professional and effective counselling service.

2. James Field reserves the right to terminate this contract with immediate effect under the following circumstances:
  - If it would no longer be safe or ethical for James Field to continue to provide counselling services,
  - In the event of non-payment of session or cancellation fees,
  - In the event of non-attendance or irregular attendance of sessions.
  - In the event of abusive, anti-social or violent behaviour during or between sessions.
  - If this contract is terminated by James Field, the reasons why will be clearly explained to you. Where possible and appropriate James Field will attempt to direct you towards alternative sources of support.

**Contact Between Sessions**

1. James Field will attempt to respond to all contacts by phone, e-mail or text message within 48 hours.
2. James Field is not able to offer an emergency, out of hours service and should not be relied upon to be available in the event of a crisis.
3. A crisis plan will be agreed with clients on an individual basis as required. This will set out how and when James Field may be contacted in the event of a crisis along with other sources of support that might be available.

**Complaints**

If you have a complaint about the conduct of James Field or the counselling service provided you are encouraged to discuss the nature of your complaint with him at the earliest opportunity. James Field will receive, reflect upon and respond to any complaint with the utmost seriousness.

If you would like a written response please submit your complaint in writing by e-mail and you will receive a response as soon as possible and within one month at the latest.

If James Field is unable to address your complaint to your satisfaction you are advised to contact the BACP who will be able to advise you on how to bring a formal complaint. If your complaint relates to the management of your personal data you are advised to contact the Information Commissioner's Office for advice.

**Declaration**

I have read and understood the above counselling contract and I have been offered the opportunity to discuss and ask any questions I may have with James Field.

**CLIENT:**

Print Name..... Date:.....

Signed.....

**COUNSELLOR:**

Print Name..... Date:.....

Signed.....