



4.1.6. Contract and Consent Letter (3.1.4)

St Paul's Church Centre
Churchside
Chichester, West Sussex
PO19 6FT
Telephone: - 01243 531914

[date]

Dear ,

This is to confirm that your initial counselling session will be on [enter day, date, time and venue]. You should already have received an introductory letter when you first contacted Confide.

You have taken a significant step in coming for counselling, and we want to ensure that expectations are met and responsibilities understood. Confide abides in all respects by the British Association for Counselling and Psychotherapy Ethical Framework and confidentiality are maintained within the agency. The only exception is that if there are strong grounds to believe that you intend to harm yourself or others, your doctor or another appropriate authority may be advised, but this would not normally be done without your knowledge.

If, at the end of the first session, you decide you would like to continue with counselling, further weekly sessions will be offered. There will be opportunities to review the work until we decide that counselling can be brought to a close. A commitment to meeting regularly is required for the work to be effective.

You will confirm your financial contribution with your counsellor.

If you are late for any reason, you may still be seen, but the session will finish at the usual time. If you miss a session, it will still count as contracted, and the agreed contribution will be payable. If a session is cancelled due to ill health or an emergency, it will be at Confides' discretion whether contributions are required. If you are unable to attend, please let the counsellor know as soon as possible.

The decision to finish counselling is as important as the decision to begin. Breaking off abruptly may seriously compromise the work done together. If at any time you feel you would like to discontinue therapy, a planned programme of one or more closing sessions will be offered and, possibly, future follow-up sessions.

This agreement shall be construed and governed in all respects in accordance with the laws of England and Wales, and any dispute or differences in relation to this agreement shall be subject to the exclusive jurisdiction of the English Courts.

Your personal details will be kept securely and not shared outside the agency without your explicit consent. If you have any questions about this letter or anything else connected with Confide, please raise them with your counsellor.

Yours sincerely,

Counsellor, CONFIDE

Signed by clientDate.....