

# Will Hamilton Counselling Contract

Updated 06/10/23

This document explains how we will work together, what my responsibilities are towards you and your data and what your responsibilities are within the counselling relationship. Please read it all before completing the form at the end.

## ABOUT ME

I am a BACP Accredited counsellor and psychotherapist.

I work for a limited company in the UK, the company details are:

Hamilton Work Ltd  
Bickland House  
Bickland Water Road  
Falmouth  
TR11 4SB

I adhere to the BACP (British Association of Counselling and Psychotherapy) code of ethics. A copy can be found at <https://www.bacp.co.uk/events-and-resources/ethics-and-standards/>

## ABOUT THE BACP

The British Association for Counselling and Psychotherapy is a professional association for members of the counselling professions in the UK.

## INSURANCE

I have professional indemnity insurance. I work online in the UK and my work and this contract is subject to English Law with the Exclusive Jurisdiction of the Courts of England and Wales.

## CONFIDENTIALITY

Everything we discuss during our sessions is confidential but it is not secret. So in the normal course of events I will not discuss the content of our meetings with anyone.

However, I am required to have regular supervision and during these supervision sessions I will discuss how the sessions have progressed and what I have done during them. You will not be identified.

In the event that I am concerned for your safety or the safety of others I will break confidentiality by informing your doctor or the emergency services or any other appropriate authority. Wherever possible I will inform you of this before I take this action.

On occasion, as part of my ongoing training, I may need to make an audio recording of a session or a written case study but this will only happen with your prior knowledge and permission.

## CONTACT DETAILS

You are invited to call my mobile number or use my email address or the website contact form as a way of contact or for arranging and rescheduling appointments etc. If calling my mobile then please only during office hours. Mon – Weds 09:30 – 17:00, Fri 09:30 – 17:00

You may send a text message or email at any time.

If you want me to return calls then please confirm the phone number and indicate if it is acceptable to leave a message.

# Will Hamilton Counselling Contract

## SESSIONS

Sessions will last for 1 hour and may be weekly or less frequent as we decide together. Counselling is for individuals only. No other person will be permitted in the counselling room at any time or for any reason.

Recording of sessions is not acceptable and is not allowed.

## CANCELLATIONS

If you are unable to attend a session then please give as much notice as possible before the session starts.

Rescheduling will only be possible for cancelled sessions.

**Not attending sessions without advance notice is a serious breach of our agreement. This may terminate our contract and payment for the session will still be due.**

## FEES

Payment for each session is £60 and for private sessions is due before the start of each session by electronic bank transfer. For company funded sessions the fees will be invoiced monthly.

## BANK DETAILS

ACCOUNT : **Hamilton Work Ltd.**

SORT CODE : **60-83-71**

ACCOUNT NO : **76619055**

## SOLUTION FOCUSED BRIEF THERAPY

(This descriptions from the BACP - <https://www.bacp.co.uk/about-therapy/types-of-therapy>)

This therapy promotes positive change rather than dwelling on past problems. Practitioners will encourage you to focus positively on what you do well, set goals and work out how to achieve them. Just three or four sessions may be beneficial.

## PERSON CENTRED THERAPY

(This descriptions from the BACP - <https://www.bacp.co.uk/about-therapy/types-of-therapy>)

Person or client-centred therapy is based on the view that everyone has the capacity and desire for personal growth and change, given the right conditions. Rather than being seen as the expert and directing the therapy, the counsellor offers unconditional positive regard, empathy and congruence to help you come to terms with any negative feelings and to change and develop in your own way.

## TECHNICAL PROBLEMS DURING ONLINE SESSIONS

In the event of technical problems with a video call we can decide to take a number of options - we can move to a telephone session - we can retry the video session or we can decide to reschedule for another date and time.

In the event that we agree to abandon a session due to technical problems there will be no charge.

# Will Hamilton Counselling Contract

## DURATION OF COUNSELLING

This will be agreed between us and might be for only one session or could be for more. We will review our sessions on an ongoing basis and formally after every six sessions .

It is up to you how many sessions we have and you decide whether or not to continue.

## ENDINGS

- You will know when you are ready to finish. We may discuss this at any point during the session as you choose.
- You may end our sessions at any time and for any reason.
- If you are under the influence of alcohol or other mind-altering substances then I may decide to end the session.
- If you do not abide by our agreement or I feel threatened then I may decide to end the session.
- Abusive behaviour will not be tolerated.

## FACE-TO-FACE CONTACT OUTSIDE OUR SESSIONS

Should we meet outside of our sessions then I will not greet you. This is to protect your privacy and maintain confidentiality.

If you greet me then I will respond in an appropriate professional manner.

In a situation where our social or professional roles overlap then serious consideration will be given to the complications of this dual relationship. Where appropriate and possible I will withdraw from the dual role.

## SOCIAL MEDIA (Facebook, Twitter etc.)

I cannot join or friend or follow you on social media. This is against the BACP code of ethics.

## GENERAL DATA PROTECTION REGULATIONS (GDPR) STATEMENT

Counselling is a confidential process and so I will not reveal your personal data or the content of our sessions to a third party without your permission. If I were concerned for your safety or the safety of others I might also contact relevant authorities.

What information do I collect?

Name

Address

Email address

Phone number

Date of birth

GP name and address

During our sessions I may make brief notes for reference.

How do I use it?

I collect this information for the following:

To accurately identify you.

To communicate with your GP if necessary

To monitor progress

# Will Hamilton Counselling Contract

Where do I keep it?

This information will be kept on paper records stored in a locked cabinet.

How long do I keep it for?

Your attendance record and any session records will be shredded or deleted 5 years after our sessions have terminated. Any score records will be collated for statistical analysis and the original documents shredded.

How do I safeguard your privacy?

Apart from your initial contact request all paper records and calendar events are identified by your first name only. You will be identified during my supervision sessions by your first name or initials only. My supervisor will not have access to any of my client notes.

Your name and contact number will be stored within my mobile phone and your name and email address will be stored in my email account and both of these are password protected.

Subject Access Request

You may request access to a copy of the data held about you at any time. This should be in writing.

If you are happy with all the above then please complete the form below and send back.

# Will Hamilton Counselling Contract

**Please complete the form below and send a copy of the entire document by email or post to  
Will Hamilton Counselling**

This contract explains how we will work together, what my responsibilities are towards you and your data and what your responsibilities are within the counselling relationship.

This contract is between Will Hamilton Counselling (a trading name of Hamilton Work Ltd) and

PRINT NAME \_\_\_\_\_, the client      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNATURE \_\_\_\_\_

Client address

POST CODE

Date of birth   dd/mm/yyyy   \_\_\_\_\_

Phone number \_\_\_\_\_

Can voice messages be left on this number? Y/N

Email address \_\_\_\_\_

GP details:


Where did you find me?   Insurance company ☐   Google search ☐   BACP ☐  
UKTG ☐   Yell ☐   Bark ☐   Psychology Today ☐

Referral by friend ☐   Other ☐