

**PHEW COUNSELLING**

**Name:** Anthony Wood.

**Phone number:** 0151 203 4455 (Option 1)

**Email:** [counselling@pnewservices.co.uk](mailto:counselling@pnewservices.co.uk)

**Counselling contract.**

Hello, my name is Anthony and welcome to PHEW Counselling services.

Before we start the sessions, I need to go over a few things in order to explain what service is being offered, what to expect from counselling and the working contract regarding keeping everything safe, ethical and legal.

Please feel free to ask any questions along the way that I will be happy to answer regarding the contract and our work together.

I like to get the clients involved so we talk through the contract and then give you a copy to sign and to take home in case you ever want to go over it again.

**About the counselling service:**

I am a fully qualified integrative counsellor. Integrative counselling means I use different types of therapy to meet your needs but the one I tend to start any client with is person centred in order to get to know you and what you would like from counselling. The belief is that the client knows best how to move forward within their counselling sessions and my role is to give you time and space to explore this. This technique helps build the working relationship with trust and expectance while listening and helping you reflect and explore your past or present problems. After a few sessions we will work together to agree what counselling approach would be most beneficial and appropriate as we work towards progress and growth.

**Insurance and memberships:**

I am fully insured, and I am a member of the BACP which stands for British association for counselling and psychotherapy. This means I work to their ethical framework for good practice. If you would like to know more, they have their own website which you can read up on information like how to make a complaint if it cannot be resolved with myself or the agency and it also outlines any common quires that people may be unsure of.

[www.bacp.co.uk](http://www.bacp.co.uk)

**Policies and procedures:**

As a counsellor I am required to work with a supervisor. I will take brief notes from sessions to discuss topics brought up for good practice but will never give any personal information that would give your identity or business away.

All records and notes are stored and destroyed in alignment with the GDPR policy which stands for general data protection regulations. Everything within the sessions is strictly confidential in regarding notes or what you talk about in session however there are limits of

confidentiality in which I may need to communicate with other professionals on rare occasions. If I need to do this, I will always inform you, the limits below outline why this would be.

**Limits of confidentiality:**

Risk of harm to yourself or others.

Child protection issues.

Acts of terrorism, drug trafficking or money laundering.

Any criminal or civil court proceedings that may involve any confidential disclosure of the case which is still ongoing.

**Sessions:**

The sessions we have together are on a one-hour weekly basis and the recommended number of sessions fluctuate from 6 to 12 depending on what we agree on or if we work through another agency that has a set number of sessions funded.

If I felt, I was not the right counsellor for you due to the subject reaching my limits of proficiency we would talk though making a referral that will benefit your needs more so you know you will be getting the right help. I tend to assess this in your free 20-minute consultation call to save time and money. If at any point you feel you would like to stop the sessions, it would be completely fine to do so but I politely ask you to let me know as soon as you have made this decision. I will not be offended as you have the right to change your mind.

The time of your sessions belong to you, if you turn up late, I can still see you, but it is important to end our sessions on time which will result in our sessions being shorter. Lastly, I can never see you under the influence of drugs or alcohol before our sessions.

**Bookings, fees and cancelations:**

Bookings are confirmed with a non-refundable £20 deposit. You will receive an invoice and confirmation of booking. Please reference the number on the invoice while making any payments.

**All bank payments need to be made to the following details:**

**Name:** A PHEW Services Ltd.

**Sort code:** 30-95-96

**Account Number:** 31534760

Payments can be made through bank transaction or cash on the day however the full balance must be paid before the start of the session.

The deposit can only be carried over to a different date or time if agreed and I would need at least 24hours cancelation notice before your session is due to start. If you do not turn up for a session without any notice given, the remaining balance will be outstanding, and you will need to pay the balance before returning for any further sessions.

If you cancel more than two sessions without a valid reason, I will have to cancel the sessions altogether as it may not be the right time for you to commit to counselling.

If in an event I cannot make it to session I will contact, you as soon as possible in advanced to rearrange or refund any deposit if requested. Please be reassured that I value your time

and I will prioritize your sessions so this will only be down to emergency situations or illness.

**Professional boundaries:**

The working relationship includes boundaries between the client and counsellor which relates to any type of relationship outside of therapy. For example, any contact should only be regarding our sessions and within working hours. This can be through phone calls, emails or text messages.

I like to remind clients again that this is a safe non-judgmental environment in which it is important to be yourself during the sessions, this involves showing different aspects of your personality and being allowed to express any thoughts feelings and behaviour however, I will not tolerate any inappropriate behaviour such as criminal damage to the property or any type of physical, verbal or sexual abuse or threats made towards me. In this event you will be asked to leave the session immediately and you would be reported to the police if necessary.

**First session:**

After reviewing the contract, I like to go through your referral form which you have answered to clarify all the information is correct and explore any answers with you.

At the start of each session, I will welcome you and offer you a drink and a chance to get settled. If you wish to do a grounding exercise or technique, I am happy to start the sessions with them and am experienced in this area. If you are unsure in what this involves, I am happy to talk you through options.

Grounding techniques are strategies that can help a person manage their traumatic memories or strong emotions before and after a session. Examples include breathing exercises and focusing on the five senses. The purpose of grounding techniques is to allow a person to step away from negative thoughts or flashbacks.

I will reflect and summarise on our sessions five minutes before and after to make sure you feel safe to start and leave the session.

I advise that our sessions stay clear of distractions so if you have a phone you may want to put it on silent unless you are expecting an important call that needs to be answered.

Feel free to make yourself as relaxed as possible in session and if you have any queries, concerns or problems during the sessions please do not hesitate to ask if there is anything you need.

By signing the contract, both the client and the counsellor agree to respect and follow it.

You will be given a copy to take home and the counsellor (Mr Anthony Wood) will also keep a copy.