INDEPENDENT COUNSELLING: DAVID SIMON

Churchill House
12 Mosley St
Newcastle upon Tyne
NE1 1DE
0191 645 1199 / 0191 230 8118

This is a counselling contract between David Simon (the counsellor) and the client:

Name: A N Other

Address: 1 High Street, Anytown, XY1 1XY

Phone Number(s):   0919 123 4567 / 07712345678

The counsellor will make every reasonable effort, using a Person-Centred approach, to provide a therapeutic environment in which the client can safely explore emotionally difficult and/or complex personal issues.

We agree to meet for one hour per week (unless agreed otherwise) at the above address. Sessions will continue until ended by mutual agreement.

Fees are £40 per hour, with payment due at end of each session.

I will give as much notice as possible of any cancellation due to illness or other unavoidable circumstances. If I cannot give more than 24 hours' notice, the next session will be free of charge. I will let you know of dates that are not available as far in advance as I can reasonably see and we will decide on an alternative time. In the same way I would appreciate as much notice as possible from you. Cancellation of a session with less than 24 hours' notice will result in the full fee being payable, as I am unlikely to be able to see another client at such short notice.

The content of the sessions is confidential.   However, the principle of confidentiality does not cover a situation in which I believe that there is a serious risk of harm to you or to others, or where there is a legal requirement to disclose information.

I am voluntarily registered with the Information Commissioner's Office and comply with all relevant aspects of the Data Protection Act. I may make brief, anonymised notes in order to monitor my work. These records are encrypted and securely stored in line with ICO guidance. If I need to discuss my work in the context of clinical supervision, I will not use any details that make you identifiable.

Signed: _____   (client)

Signed: _____   (counsellor)

Date: _____