

# INDEPENDENT COUNSELLING: DAVID SIMON



Milburn House  
Dean Street  
Newcastle upon Tyne  
NE1 1LF  
0191 230 8118

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

Name: A N Other  
Address: 1 High Street, Anytown, XY1 1XY  
Phone Number(s): 07712345678 Email: [another@bmail.com](mailto:another@bmail.com)

Name: A Non  
Address: 1 High Street, Anytown, XY1 1XY  
Phone Number(s): 07779123456 Email: [anon@bmail.com](mailto:anon@bmail.com)

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The counsellor will make every reasonable effort to provide a therapeutic environment in which the clients can safely explore emotionally difficult and/or complex personal issues.

We agree to meet for one session per week (unless agreed otherwise) at the above address. Alternative locations may be used if appropriate. Sessions will continue until ended by mutual agreement.

Fees are £60 per 70-minute session, with payment due at the beginning of each session.

I will give as much notice as possible of any cancellation or rescheduling. I would appreciate as much notice as possible from you as well. If you cannot give at least 48 hours' notice, and we cannot find an alternative appointment time within the following two working days, this will result in a cancellation fee of £25 being payable before the next session.

If you have any feedback about the service you receive or you are not satisfied with your experience, please tell me. I welcome feedback, as it helps to improve my work, and I will always try to resolve any complaints. I am an Accredited Registrant Member of the [National Counselling Society](#) and abide by our Code of Ethical Practice.

Your personal data and the content of the sessions are confidential. However, the principle of confidentiality does not cover a situation in which I believe there is a serious risk of harm to you or to others, or where there is a legal obligation to disclose information.

When you attend with a partner, there may be occasions where I suggest seeing each of you individually. It is important for you to know that what is said in those individual sessions will be confidential and not shared with your partner.

Violence and abuse may be issues for those who come for help with their relationship. In that situation, working with couples together may not be safe. If I believe this to be the case, I will help each person to get individual specialist support from another counsellor or agency.

For us to work safely and effectively it is important that the privacy of the work is respected. Please do not attempt to record or transmit your counselling session.

In the event of my death or a sudden illness that means I am unable to contact you; I have appointed a Therapeutic Executor who will take care of contacting you on my behalf. They are a qualified therapist and clinical supervisor. They will only access your contact details in an emergency, to discuss appropriate onward arrangements.

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 avoid any details that make you identifiable.

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We have read and agree to the terms set out above, including the [privacy policy](#), which is available on the website.

Signed: \_\_\_\_\_ (client)

Signed: \_\_\_\_\_ (client)

Signed: \_\_\_\_\_ (counsellor)

Date: Click or tap to enter a date.