

# INDEPENDENT COUNSELLING & COACHING: DAVID SIMON



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

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This is a contract between David Simon (the coach/counsellor, “I”) and the client (“you”):

Name:

Address:

Phone Number(s):

Email:

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I will make every reasonable effort to provide an environment in which you can safely explore potentially complex personal issues, with the aim of promoting growth and autonomy. I will help you to find your way, during a time of transition in your life. The client is always responsible for their own actions and decisions. We may explicitly choose to move between therapeutic work and life coaching if we mutually deem this to be beneficial.

We agree to meet for one session per week (unless agreed otherwise) at the above address or using the Zoom online platform. Alternative locations may be used if appropriate. If we agree to work outdoors, then the client accepts that privacy cannot be guaranteed, and that this would be a less controlled environment, although [every precaution will be taken](#). Sessions will continue with occasional reviews, until ended by mutual agreement or by either party.

Fees are £55 per 60-minute session and £75 per 90-minute session, with payment due on the day of the session. Fee rates are reviewed annually at the beginning of April. A gap of over six months between sessions would normally require a new contract to be drawn up.

I will give as much notice as possible of any cancellation or rescheduling and would appreciate as much notice as possible from you also. 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 £30 being payable before the next session.

If you have any feedback about the service you receive or you are unhappy with your experience, please do let me know. I welcome feedback, as it helps to improve my work, and I will always try to resolve any concerns. I am an Accredited Registrant Member of the [National Counselling and](#)

[Psychotherapy Society](#) and abide by our *Code of Ethical Practice*. The NCPs welcomes [comments and can offer help with complaints](#). As a certified Life Coach, I also abide by the *Code of Ethics* of the *Certified Coaches Alliance (CCA)*.

The client's 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. The terms of the [privacy policy](#) are available on the website, and form part of this agreement.

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 our sessions. Phones are to be switched off, or set to "do not disturb", during sessions. If you are expecting an important or urgent call during the scheduled appointment, then it would be best to reschedule.

Please let me know if you are seeking counselling or support elsewhere, as this may affect our work together.

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 contact 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 have been voluntarily registered with the *Information Commissioner's Office* since 2016 and comply with all relevant aspects of the *Data Protection Act*. I may make brief, anonymised notes as an aide-mémoire. 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 agree to the terms set out above.

Signed: (client)

Signed: (coach/counsellor)

Date: Click or tap to enter a date.