

INDEPENDENT COUNSELLING: DAVID SIMON



63 High Bridge
Newcastle upon Tyne
NE1 6BX
07861 200366

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

Name:

Address:

Phone Number(s):

Email:

Name:

Address:

Phone Number(s):

Email:

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. The counsellor encourages client growth and autonomy; the clients are responsible for their own actions and decisions.

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, with occasional reviews, until ended by mutual agreement.

Fees are £100 per 60-minute session, with payment due on the day of the session. Fee rates are reviewed annually at the beginning of April.

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 £40 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 or concerns](#).

Your personal data, the content of the sessions and any correspondence 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 your counselling session. 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.

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, unless consent is given.

In the event of my death, or a sudden illness or accident 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 with you.

I have been voluntarily registered with the *Information Commissioner's Office* since 2016 and comply with all relevant aspects of the *Data Protection Act* and *Data Use and Access Act 2025 (DUAA)*. 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. I do not enable or permit recordings of sessions by any media. I use AI tools only for research and writing purposes, in which no sensitive or identifiable client information is used.

We have read and agree to the terms set out above.

Signed: (client)

Signed: (client)

Signed: (counsellor)

Date: Click or tap to enter a date.