Rebecca Jenkinson MA
Counselling Psychotherapist

Mutual Agreement
between:

A. Client
and
Rebecca Jenkinson

Therapist responsibilities:
To be available at the agreed time.
To offer a quiet, appropriate, and undisturbed space.
To maintain safe, professional boundaries.
To maintain strict confidentiality – except in the circumstances detailed below.
To encourage client engagement and autonomy.
To work within the BACP Ethical Framework, including attending regular supervision.
To review our therapeutic work and relationship regularly.
In the event of having to cancel an appointment, offering an alternative appointment as soon as possible.

Client responsibilities:
To give at least 24 hours' notice when cancelling/changing an appointment (or the full fee becomes payable).
To only communicate outside agreed counselling sessions in relation to making, changing, or cancelling an appointment, unless by prior arrangement.
To agree to give permission to contact your GP if serious concerns arise about the risk to yourself or others.
To discuss when you feel you are ready to end therapy.
To indicate if you are in, or considering, entering another therapeutic relationship.

What to expect from counselling:
What I offer is counselling in the Person Centred, Relational tradition. Counselling is essentially a collaborative endeavour and is most effective when we are both fully committed to a better understanding of your concerns and the possibility of change. I seek to provide a confidential, compassionate, and clear-thinking framework to enable reflection on the stuff of life that is challenging and uncertain. Respect for your autonomy and a non-judgemental approach are central to the relationship established between us. The intention is to empower you to discover solutions to issues in a supportive environment. As a therapist, I offer you my professional integrity and respect while we explore the issues you wish to raise during our counselling sessions. I am bound over by the BACP Ethical Framework.

Confidentiality:
The fact that you are engaging in counselling, and the nature and content of our discussions, are all confidential. There are, however, boundaries and limits to confidentiality in certain cases.

Confidentiality may be broken in the following circumstances:
1. If, in my professional opinion, you or others are in danger or at serious risk of being harmed.
2. I am required to do so by subpoena.
3. I infer from our interactions that you have knowledge of, or involvement in, terrorism, money laundering, or drugs trafficking.
4. In circumstances when my Supervisor and Professional Guardian are required to act on my behalf. (See below).

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ICO Ref.no: ZA496916

Specimen

Supervision:
As an accredited member of the British Association of Counsellors and Psychotherapists, I am required to undertake regular supervision with a qualified supervisor.

Supervision allows me to monitor my own professional judgement and commitment to ethical practice. There are times when aspects of our sessions will be discussed in with clinical supervisor. Such discussions are anonymous, and my supervisor is equally committed to maintain confidentiality.

In the event of me being incapacitated in the course of my work, my supervisor would be able to access your telephone number, held in an encrypted file, so that they could contact you to inform you of the situation.

Professional Guardian:
In circumstances where I am incapacitated in the course of my work, it would be either my supervisor or an appointed Professional Guardian who would make direct contact with my clients. It is the additional responsibility of my Professional Guardian to deal appropriately with any notes and identifying details that are held in my locked files. My appointed Professional Guardian is another accredited BACP accredited therapist bound over by the same ethical code as both my supervisor and me. Neither my supervisor or my Professional Guardian has routine access to my notes and files.

Record Keeping:
I will keep a copy of our contract on file. I will also keep brief factual notes for my own use, session by session. These notes and the contract will be kept in a locked cabinet in a non-identifiable format. My record keeping is in accordance with the requirements of GDPR (General Data Protection Regulation) and I am a member of the Information Commissioners Office. If you would like further information about my record keeping, please ask.

I am attaching a copy of my Privacy Statement. Please read it. **Signing this contract will be taken as confirmation of the fact that you have read, understood, and agree to it.**

Ending
We can work with a fixed number of sessions in mind – or start with a more open-ended approach. Either way, it is important to review how things are going on a regular basis; and it is optimal to agree on a final session and plan for it in advance. As the client, you are always free to stop the counselling sessions at any time. If you can communicate in advance your intention to stop, it allows for a better understanding that the process is coming/ has come to an end. Sometimes it doesn't work out like this. And in these circumstances, I will wait for a period of 4 weeks before assuming that you no longer require counselling – and at such a time my duty of care will lapse.

After an ending – however it comes about – it is, of course, always possible to make contact and reengage again whether for just a single session, or for a more regular commitment.

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