**Welcome to MindSight Counselling Service.**

Please read this information carefully as it gives you all the details of the agreement we make when you come for counselling sessions. Once we have talked it through, I will ask you to sign and keep a copy for yourself, so you have a record.

**Your counselling sessions will take place with Alison**

* Counselling sessions will be for up to one hour
* 24 hours’ notice are required for cancellation wherever possible – please text 07846 492030
* It is better for you if your mobile phone is switched off during our session
* If we are working remotely, if possible, try and use an area which is quiet and private, and you will not be disturbed

**Confidentiality**

I work according to the BACP Ethical Framework to ensure that I am working safely and professionally

***Everything we talk about will be confidential except if I think you or someone else is at risk of serious harm – for more details, see your separate Confidentiality Policy***

If I need to share information with a member of your family or with an outside agency I will, wherever possible, always talk with you about this first.

As part of my professional practice I discuss my work with a Supervisor but if I talk about my work with you, I will keep your identity private

All counselling notes are kept in a confidential, locked filing cabinet or in a password protected folder on an electronic device, which can only be accessed by me.These notes are not allowed to be read by any other people outside of the service

**Concerns**

If you have any worries or concerns about how we are working together, please feel free to talk to me about them so that you can get the most out of our sessions

I have read the information in this agreement and am happy to agree to these terms.

**By signing the attached Consent to Parent and YP Agreement, Privacy Statement and Data Protection Form, you are agreeing to the terms of this contract.**

Signed (Counsellor)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 10.04.21