

Counselling Contract

Agreement between

_____ and Sheree Veysey of Life in Progress counselling service.

Aim of Counselling: The aim of counselling is to provide you, with an opportunity to explore personal issues and relationship issues in a safe and supportive space. You make the decisions about which goals are important to pursue, and what you would like to talk about in a session.

Confidentiality: I (Sheree) am a full member of the New Zealand Association of Counsellors and adhere to their code of ethics. What is said in counselling is held confidentially with a few exceptions; If our conversation has lead me to believe that either you or someone else is at imminent risk of serious harm I may need to let others know. This situation also applies if I believe a child is at risk of harm. Where ever possible I would discuss the need to break confidentiality with you first.

Notes: I will take brief notes of your words during sessions and in some circumstances may write a brief summary of what is talked about. These notes are kept in a secure location. You are able to request to see them at any time.

Supervision of the counsellor: I attend regular supervision in accordance with the NZAC Code of Ethics. Supervision focuses on improving my counselling practice with clients or particular issues, and supervisors abide by the same standards for confidentiality.

Complaints: I actively try and ensure that counselling is working for you, and endeavour to create a safe atmosphere for you to let me know about how you are experiencing counselling. If you have a concern about my practice, I really appreciate it if you are able to bring it up with me, face to face, or by phone or email. Formal complaints can also be laid through the national counselling association; the process for this can be found on their website on <http://www.nzac.org.nz/>.

Sessions: Sessions last approximately 50-60 minutes. It is expected that the session will begin at the agreed time. Any session that begins after this time due to late client arrival for whatever reason cannot be extended beyond the agreed finish time. If I am not notified by phone or email within 15 minutes of the appointment time starting, this is considered a cancellation.

Contact between sessions: In instances where you need to contact me between sessions, calls can be made to (021 0499 190) or emails to lifeinprogressnz@gmail.com. Emails should generally be used for organising sessions or confirming payment, however sometimes they are a useful way for you to update me on how you are doing- counselling focussed emails should generally be limited to one or two between sessions. If I am unable to take your call, please leave a message on the answering machine. Calls and messages will be responded to as time permits between sessions within normal operating hours. Please note that Life in Progress is not an crisis service and sometimes there will be a delay before the message is answered. If you need to speak to someone immediately, please contact your GP, or phone or text 1737 to speak to a counsellor 24 hours a day.

Cancellations: If for any reason I have to cancel a session I will aim to provide you with 48 hours notice, and you will not be charged for the session. Likewise I will expect you to give me 48 hours notice if you are unable to attend. You will not be charged for appointments missed due to illness provided you give me at least 24 hours' notice. In the event of a serious accident, emergency, or other similar situation outside your control, please deal with your situation first and notify me at the earliest convenient time. Where this notice is not given there is a cancellation fee of \$25 to cover costs.

Session Fees: Standard private fees are \$90 per session. Where possible payment is preferred before a session as this simplifies my accounting process. Online payment can be made to: 12-3016-0519935-00

I look forward to us working together for your greater wellbeing.

Name:..... Signed:.....Date.....

Counsellor signature.....