

Mobile: 07743 401350

[sally.cloke@gmail.com](mailto:sally.cloke@gmail.com)

[www.sallycloke.co.uk](http://www.sallycloke.co.uk)

## **Sally Cloke Counselling Terms and Conditions**

Please find my contract, which contains important information and outlines how we will work together.

The contract is between.....and Sally Cloke.

### **Beginnings**

Agreeing to work together means we have contracted to meet for a counselling session. The length of the session will be decided upon, either a fifty-minute or one hour in duration. An extended session can be provided if pre-arranged. Sessions can be arranged on a regular or ad-hoc basis in a safe setting, enabling you to explore any difficulties you wish to discuss.

My role is to facilitate your process and be alongside you to help you move towards change if appropriate.

### **Confidentiality**

Anything you choose to say to me within the sessions remains confidential, with the following exceptions:

#### Supervision

I may sometimes feel it would be beneficial to discuss your sessions with my supervisor or other professional colleagues. These will be in confidence, aiming for me to be more effective in our work together.

#### Danger to self or others

If you give me information that leads me to believe you or others are in danger, I may take further steps. I will discuss this with you wherever possible.

#### In the balance of public interest

Disclosures will be made when considering preventing a serious threat to public health.

National security or to prevent a serious crime, such as a disclosure of an Act of Terrorism, money laundering, or for Legal reasons.

### **Internet or electronic communications**

Nothing sent by e-mail or electronic equipment is completely safe, so please be aware of this if you contact me via e-mail, mobile phone or Zoom. I rarely accept (or send) invitations to social media sites, so please be aware of this.

### **Cancellations/ Lateness and Missed Appointments**

Our working contract ensures that your appointment is secured solely for you while we work together. If you cancel less than 24 hours before your appointment or do not show up for a scheduled appointment, you will be charged the full fee for that session. Due to late arrival, the session cannot be extended over the agreed time.

### **Code of Ethics and Practice**

I am a registered member of the British Association of Counsellors and Psychotherapists (BACP). This is my governing body to ensure I adhere to ethical working practices and protect you from malpractice. Please look at their website at [www.bacp.co.uk](http://www.bacp.co.uk).

### **Contact between sessions**

This is normally kept to short messages relating to practical issues such as timings/arranging appointments. My phone number is 07743 401350. alternatively, please email me at: [sally.cloke@gmail.com](mailto:sally.cloke@gmail.com)

### **Notes**

Normally, I take brief notes after each session. This allows me to reflect on our work together.

### **Payment and fees**

Payment is kindly requested at least 24 hours before the appointment, either by booking online or by bank transfer.

Individual session: (One hour) £68.00 (Fifty minutes) £60.00

### **Endings**

Once we have agreed to work together, unless we have agreed on a fixed number of sessions, my commitment to you is open-ended. When you are ready to stop, I ask for at least one session notice so that we both have time to reflect on how best to end our time together.

