

Sally Cloke Counselling

Individual 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 entered into a contract to attend a counselling session. The duration of the session will be either 50 minutes or 1 hour. An extended session can be arranged beforehand. Sessions can be scheduled regularly or on an ad-hoc basis in a safe environment, allowing you to explore any issues 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 kept in confidence, aiming to make me more effective in our work together.

Danger to self or others

If you provide me with information that suggests you or others are in danger, I may take further action. 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 via email or electronic devices is completely secure, so please keep this in mind when contacting me via email, mobile phone, or Zoom. I rarely accept (or send) invitations to social media sites, so please be aware of that.

Cancellations/ Lateness and Missed Appointments

Our working contract ensures that your appointment is reserved solely for you while we work together. If you cancel less than 24 hours before your appointment or fail to attend a scheduled session, you will be charged the full session fee. Due to late arrival, the session cannot be extended beyond 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, which ensures I adhere to ethical working practices and protects you from malpractice. Please look at their website at 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

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 by bank transfer at least 24 hours before the appointment. Individual session: (One hour) £71.00; (Fifty minutes) £62.00.

Endings

Once we agree to work together, unless we have set a specific number of sessions, my commitment to you remains open-ended. When you are ready to stop, I kindly ask for at least one session's notice so that we both have time to reflect on the best way to conclude our work.