**Tree of Life**

**Counselling, Coaching and Spiritual Exploration**

**Tel:** 07411348327

**Email:** treeoflifecounselling2016@gmail.com

**Client Contract**

Tree of Life provides a space for you to explore your thoughts, feelings, and circumstances with a view to enhancing your wellbeing and direction in life. My role is to be a safe and confidential presence of another person to talk to as you do this.

Tree of Life adheres to the high standards of ethical practice and confidentiality in line with the BACP and ACC ethical frameworks. The things you share are kept in complete confidence within Tree of Life which includes their supervisor. There are criteria for when confidentiality may be broken, if you are in danger of being harmed, of harming yourself or of harming others it is a professional requirement that I speak to someone else. Tree of Life is legally required to report if you are benefitting from criminal or fraudulent proceeds or knowledge of/involvement with terrorism. Prior to doing so, I will discuss any potential disclosure with you to encourage and support you through it.

Sessions are 1 hour. The counsellor will be responsible for keeping the time. If you are going to be late, please let them know as soon as possible. They will inform you if the appointment will still need to finish at the original time. If for any reason an appointment needs to be cancelled please give as much notice as possible. Tree of Life will do the same. Over 48hrs notice of cancelled appointment, no charge. A charge of £30 will be made for cancellations up to 24hrs and the full fee for on the day notice.

Regular supervision is received by a qualified supervisor. The work being done and how it is going with you might be discussed with them. This ensures relevant and high standards of work are being maintained. Your anonymity will be preserved.

Tree of Life keeps anonymised notes for consistency. These are kept in secure storage which only Tree of Life has access to. There are strict guidelines about what information is held, how it is held and for how long, after which notes will be destroyed. You have the right to view notes should you wish to.

Please inform Linda if you want to discontinue your sessions for any reason. A counsellor may also stop therapy if they consider it is in the client’s best interests not to continue. These may be discussed. Reviews of work will also be made periodically.

Fees are up to £75 per session (concessions may be discussed though not always possible). Please pay by BACs the day before your session or cash on the day. Please use your initials to ensure your anonymity. If a payment is missed the following session cannot take place until payment is made (if you are having difficulty paying for your sessions please talk to Linda about this).

BACs details are – Sort Code – 535041 Account Number – 62421026

I (print name) ............................................................. have read and understood this agreement. I will abide by its terms and conditions. I understand the ways my personal data is stored and used and I give permission for the counsellor to make contact with only appropriate external agencies as outlined.

Signed .............................................................. Date ................................

Signed LJ Bramble Date 5/11/23

BACP - Membership No. 801743, EMCC – EIA 20193449 and ACC F00030

COVID 19 - every effort has been made to ensure the safety of both client and counsellor by putting safe practices in place – cleansing of touch points between clients, online and telephone appointments if either client or counsellor are testing positive. Please do not come if you have any coronavirus symptoms. The counsellor acknowledges the mutual and individual responsibility of working face to face, as such the counsellor cannot be held accountable for the transmission of Covid-19.