



**JEN CHRISTIE COUNSELLING**  
space to reflect, rediscover, rebuild

## Welcome

Welcome to counselling! My name is Jen Christie and I am a fully qualified Integrative Counsellor. Whether this is your first time experiencing counselling, or you have tried it several times before, I trust your time with me will provide you with an opportunity to begin to explore those areas of your life that have been difficult, within a professional, friendly and relaxed space. I offer counselling for adults and welcome individuals of all backgrounds and communities, as well as Christian pastoral care for those individuals who wish to talk about their faith.

## Counselling Contract

This contract forms an agreement between you (the client) and me (the counsellor). By signing it, you are confirming you understand and accept the terms within it. Please sign both copies provided so that we each hold a copy of the contract for our records.

## Membership

1. As a Registered Member (Membership number: 387495) of the British Association of Counselling & Psychotherapy (BACP), I am bound by their Ethical Framework (BACP, 2018<sup>1</sup>). A copy of this Ethical Framework is available on request, or may be viewed on the BACP's website <https://www.bacp.co.uk/media/3103/bacp-ethical-framework-for-the-counselling-professions-2018.pdf>.

## Assessment & Sessions

2. We begin with a relaxed assessment session where I gather information about you and the problems you are experiencing. This session also gives you a chance to see if counselling feels like the right way forward. Following assessment, if I can safely and ethically work with the issues you talk about, then we will normally start with six sessions. However, if I believe you might need specialised support, then I will try to signpost you to a more suitable counsellor or mental health professional.
3. You are not contracted to any specific number of sessions. Counselling is your choice and you can terminate therapy without further cost at any time you wish.
4. The normal duration of each session is 50-55 minutes, although I reserve the right to amend that time for therapeutic reasons. If, for any reason, you are late for a session, I will see you for the duration of the remainder but will be unable to work beyond the allotted time due to other commitments.
5. In the case of an emergency, it is understood that sometimes it may be necessary for clients to cancel their appointment last minute or fail to attend without warning. On these occasions,

---

<sup>1</sup> Copyright © 2018 British Association for Counselling and Psychotherapy.



**JEN CHRISTIE COUNSELLING**  
space to reflect, rediscover, rebuild

it is at my discretion if a fee will be charged. In general however, if you fail to give less than 24 hours' notice of your intention to cancel or postpone an agreed counselling session, or if there is a repeat pattern of cancellations/not attending, I reserve the right to charge in full for each session missed.

6. As part of my code of practice I am required to carry out continuing professional development and to engage in monthly clinical supervision. This is to ensure an ethical and professional service to my clients. I may discuss your case in supervision but I will not use any identifying details.
7. The counselling relationship will remain a professional one at all times, the boundaries of which (such as contact outside of our sessions) can be agreed between us during our sessions.
8. No audio or video recording of sessions will be carried out without the clear knowledge and express written consent of each of us.

### **Confidentiality**

9. Confidentiality is extremely important in the counselling process and it will be maintained according to the BACP Ethical Framework and current legal requirements. Confidentiality does not apply where it would mean that I, as your counsellor, might break the law or where withholding information means I would breach the BACP Ethical Framework. Confidentiality may be broken if I consider there is a risk you may harm yourself or others. In such exceptional circumstances, where there is concern for your well-being or that of others, it may be necessary to seek help outside the counselling relationship. In such an event where I am considering breaching confidentiality, I will endeavour to consult you first in order that we can work together to find the best ethical and legal way forward. There may be occasions, however, when I have to seek help outside the counselling relationship without your consent but I will only share with the appropriate individual(s) minimal details that are relevant to your case.
10. In the case of you disclosing information concerning acts of terrorism, vulnerable adult or child protection issues or drug trafficking, confidentiality will be breached and such disclosures will be passed onto the relevant authority without delay. Due consideration should be exercised before disclosing anything of a previously unreported criminal nature, as I am obligated to contact relevant authorities.

### **Data Protection & Record Keeping**

11. I make notes on our counselling sessions to help me deliver a high standard of care to you. Counselling notes maintain a reliable history of important information relating to your health, counselling given and relevant events. Your notes will be kept in accordance with the Data Protection Act (2018<sup>2</sup>) and stored securely for seven years following the end of counselling, after which time they will be destroyed. I am a registered Data Protection Officer with the

---

<sup>2</sup> <https://www.gov.uk/data-protection>



**JEN CHRISTIE COUNSELLING**  
space to reflect, rediscover, rebuild

Information Commissioner (ZB168248)<sup>3</sup> and abide by their legal framework on holding personal information.

12. My notes are disclosed to no-one other than my clinical supervisor, unless required under a court of law subpoena. You have the right to inspect your records should you so wish and this will be fulfilled during a therapy session.

### Payment

13. The cost for each session will be £40. Payment should be made at the end of each session, by cash, cheque or BACS payment.  
Please note my bank details for BACS payment - Sort Code: 98-10-75; Account No.: 10305234.
14. If agreed payments for counselling are not being paid then I reserve the right to terminate therapy.

### End of counselling

15. I may end the counselling if, after discussion with you, it was felt that it would not be beneficial or appropriate to continue. I may recommend another mental health professional or agency for additional support.
16. Counselling can, at times, be demanding, frustrating, and emotional. You may find the process difficult and feel the need to end therapy. Your feedback on the process will be asked for at the end of each session and if you feel unhappy with any aspect of the counselling being offered please let me know. This gives us both the chance to address and resolve any issues. In the normal course of events you will probably know when you are ready to finish counselling and we will agree together on how we can prepare for this.
17. I will not suddenly or without warning terminate our contract, except in exceptional circumstances, which would become clear in the course of our work together. This would be fully discussed at that time. Please note any threats or acts of violence will invalidate this agreement and counselling will cease. Sessions will not take place if you arrive under the influence of alcohol or non-prescribed medication.

### Time off

18. I will let you know of any periods of time I will be taking off well in advance. There may be occasions when sessions have to be cancelled because of illness or due to training sessions or meetings. I will try to give you as much notice as possible of any cancellation and will offer an alternative time. For this reason, please let me know if there is any change in your contact details.

---

<sup>3</sup> <https://ico.org.uk/>



JEN CHRISTIE COUNSELLING  
space to reflect, rediscover, rebuild

## Covid-19

19. In relation to the recent Covid-19 pandemic, I will take reasonable precautions to ensure any counselling locations in which we work will include hand sanitiser, ventilation of the counselling room between sessions and monitoring risk should sessions need to be altered or suspended in the case of government lockdowns. Face masks are no longer required for entering the building or during counselling sessions but can be worn if you prefer. Please do not attend any face to face sessions if you develop any Covid-19 symptoms, or you have been asked to self-isolate. I will reschedule your sessions to a suitable time or we can discuss the option of using online counselling (via Zoom or Whatsapp).

## Complaints & Legal Liability

20. In the event of you being unhappy with the service you receive, please discuss this with me. If you feel unable to do so or do not receive a satisfactory resolution, then you have the right to complain to my professional body, the BACP at <https://www.bacp.co.uk/about-us/protecting-the-public/professional-conduct/how-to-complain-about-a-bacp-member/>
21. I hold Professional Liability Insurance with Towergate Professional Risks.

I (the client) confirm that I understand and agree to the above terms.

Signed (client): \_\_\_\_\_

Date: \_\_\_\_\_

I (the counsellor) confirm that I understand and agree to the above terms.

Signed (counsellor): \_\_\_\_\_

Date: \_\_\_\_\_

Date & time of first session: \_\_\_\_\_

## Contact Details:

Jen Christie Counselling

Mob: 07823 845676

Email: [jenchristiecounselling@protonmail.com](mailto:jenchristiecounselling@protonmail.com)

Website: [www.jenchristiecounselling.com](http://www.jenchristiecounselling.com)

Address: 42 Church Street, Ahoghill & Church of Ireland Parish Hall, Main Street, Portglenone