



Charlotte Salter Counselling

Therapy Agreement

This agreement is between Charlotte (therapist) and _____(client).

Please read this carefully. If you agree with the terms specified, we will both sign this agreement, and it will inform our work together.

ABOUT ME

I have an advanced Diploma in Humanistic and Integrative Counselling from Bath Centre for Psychotherapy & Counselling (BCPC). I am a registered member of the British Association of Counselling & Psychotherapy (BACP). I have regular supervision according to BACP and BCPC guidelines and adhere to their Code of Ethics (www.bacp.co.uk) and Professional Conduct (www.bcpc.org.uk). These organisations also address complaints policies and procedures should you have a grievance. I have 30 years' experience of working in health, social care, and higher education.

MY WORK

As a holistic integrative counsellor my approach is centred on you. It allows me to draw on other approaches that recognise the uniqueness of yourself and your personal circumstances. I will offer you a non-judgemental and safe setting where we can work together to help you explore the issues that are affecting you and help you find your own answers to cope better with your problems. Our work may continue for as long as it is helpful to you. This might include short or long-term issues, and I can offer a fixed number of sessions (e.g., 6 – 12) or meet on an ongoing basis.

CONFIDENTIALITY AND DATA PROTECTION

The things you say in your session are confidential. My work, like that of every counsellor, is overseen by a qualified and experienced supervisor who adheres to the same ethical standards as I do. I will not discuss you or anything you tell me with anyone else unless required by law, or I have serious concerns about your safety or the safety of another person. Where possible, I would share my concern with you before speaking to another professional.

I will keep brief anonymised factual notes and store them in keeping with the Data Protection Act (2018). Your contact details will be stored separately and securely. Your records are kept securely for the period that we have agreed to work together and securely destroyed after six years.

You will need a safe private space for our session where you cannot be overheard. I kindly ask you not to record our sessions.

SESSIONS AND FEES

We will meet weekly for 50 minutes. If you are late for a session, we will still have to finish on time. Currently, my rate is £45. Fees are reviewed annually.

Payment is by bank transfer. Please transfer the money before the session starts.

My bank details for bank transfer are Charlotte Salter. Sort code: 40-47-68.
Account No: 01247093.



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CANCELLATIONS, NON-ATTENDANCE, AND HOLIDAYS

If for unforeseen circumstances I am not able to meet with you I will give you as much notice as possible and you will not be charged. I ask you to give me a minimum of 24hrs notice if you are unable to attend your session. If you do not attend your session without advanced warning the full fee will be payable.

In the event of 2 missed sessions without communication, our agreement will end.

I will inform you of any holidays as far in advance as possible. I ask that you do the same.

Usually, you will know when you are ready to end your therapy. It is something we can discuss and review regularly along with checking-in to see how the sessions are going and any difficulties or uncertainties you might be experiencing.

PLEASE SIGN this therapy agreement and confirm how you like to be contacted:

Client Name	Sign	Date
Client Address	Email	Phone
Therapist Name Charlotte Salter	Sign	Date

CONTACT OUTSIDE SESSIONS.

Should we happen to meet outside of your session please be aware that to protect your privacy and maintain confidentiality I will not greet you. This is especially important if you are with other people. If you acknowledge me openly, then I will respond in an appropriate, professional manner.

Please note, my email and phone are checked most working days between 09.00 and 17.00.

CRISIS MANAGEMENT

If your need for support is urgent, please contact an NHS [urgent mental health helpline](#) in your area. These helplines are open 24 hours a day and you can speak to a mental health professional who can help decide the best course of care. You can also contact your GP or NHS Out of Hours on 111. For life-threatening emergencies dial 999.

Support 24/7 is also available at The Samaritans 116 123