

**Maggie King
Counselling**

**Tel: 07735602788
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Guidelines and Standards for the Therapeutic Relationship

What to expect

During the first point of contact via email, telephone or text, you will be offered an initial assessment which allows us the opportunity to meet face to face. You will then be offered a dedicated time of 50 minutes known as the therapeutic hour, for face to face therapy in a safe and confidential setting.

You are free to bring whatever issues you wish to explore during your sessions.

All therapy will take place in a face to face setting as I do not offer counselling by email, text, Skype, telephone or in any other form.

Confidentiality

I keep minimal case notes which will be kept in a safe and confidential manner. Minimal contact details will be kept on mobile phone for ease of contact purposes. The phone is password protected and used solely by the therapist. Messages and emails will be deleted in a timely manner.

I have regular supervision with a qualified supervisor and material from the sessions will be discussed in supervision. No identifying personal details such as name or address shall be taken to supervision in order to adhere to confidentiality boundaries.

I work in accordance with data protection and GDPR and therefore will not share personal details with any third party.

Safeguarding and Risk of Harm

Any issues of risk of harm to self or others (adults and children) including acts of violence, drug trafficking and terrorism will be discussed and possibly taken to my supervisor in order to ensure necessary procedures are put in place if necessary. This could involve liaising with authorities or emergency services. Such an issue will be discussed between you and me in session.

Sessions

I offer an hours face to face weekly sessions on the same day and time each week. The therapeutic hour is 50 minutes.

Fees

The fees are £55 and payable by bank transfer or in cash. Both methods of payment need to be made in advance. Cash payments can be made at the start of each session.

Cancellations

Please do give at least 48 hours' notice for cancellations as full fees are charged for missed and cancelled sessions if less than 48 hours' notice is given.

Fees are payable for client holidays as your space is held open for you during this time.

There are no charges for therapist holidays and cancellations.

Fees are reviewed in January of each year and may be adjusted at this point.

Ending Therapy

While you are free to bring the therapeutic relationship to an end at a time that suits you, I do require four weeks' notice. This would allow us to work together towards a therapeutic ending, as, abrupt endings can be detrimental to the therapeutic process.

If less than four weeks' notice is given full fees will still be charged for these four sessions.

While this is not a formal contract, I do require clients to sign this document to clarify they have read and understood the guidelines and standards.

Client
Name: _____ Date _____

Client Signature: _____

While the process of counselling can seem daunting or overwhelming, please do give yourself some time. It takes time for anyone to adjust and feel confident in the therapeutic process. Miracles don't happen in just one session but significant change, finding answers, peace and understanding can happen over a period of time.

I look forward to meeting and working with you.

Maggie

Should you wish to pay by Bank Transfer please use details provided:

Bank Details:

**Margaret King
Nationwide Building Society**

**Sort Code: 07-44-56
Account Number: 30710079**

Please do ensure you quote the reference code: