



Your Personal Myth and Life-Narrative

Counselling & Psychotherapy,
Spiritual Counselling & Direction



Client Contact Disclosure Information

Counselling and Psychotherapy

Name:			
Date of Initial Session:			
Review Date:			
Date of Birth:		Age:	
Gender		Marital Status:	
Occupation (current and previous):			
Phone (landline):			
Phone (Mobile):			
Email:			
Preferred Methods of Communication:			
Are you happy for me to leave voicemail, email or text you?			
Are you currently receiving any form of treatment elsewhere?			

What changes in yourself, during counselling and psychotherapy would you like to achieve?	
How did you hear about me?	
GP Name:	
GP Address:	
Current Medication:	
Have you been diagnosed with any mental health condition?	
Do you experience depression or anxiety symptoms?	
Do you smoke? (how many per day?)	
Do you drink alcohol? (Units per week)	
How much caffeine do you drink per day?	
How much water do you drink per day?	
How much exercise do you get per week?	
Do you take recreational drugs?	

<p>Do you have any sleep problems?</p>	
<p>How would you describe your diet?</p>	
<p>Medical History and Health Problems:</p> <p><i>Pregnancy, Heart Conditions / High Blood Pressure, surgery interventions, Epilepsy, Diagnosed OCD, Psychosis, Diagnosed mental health conditions, epilepsy, seizures, panic attacks, asthma, pain, physical illness, allergies/anaphylaxis, trauma</i></p>	

Sample

Family Medical History	
Have you ever attempted suicide or harmed yourself in any way <i>in the past</i> ?	
Are you <i>currently</i> thinking about suicide or harming yourself in any way?	
Are you currently in a positive and supportive relationship? Generally describe your relationships	
Do you have children?	
Describe your childhood	
Hobbies and leisure activities	
Work situation and dynamics	
Financial issues	
Fears and dislikes	

Client-Counsellor Contract

Counselling and Psychotherapy

The relationship between a counsellor and client is a professional and not a social one. Contact is limited to sessions only and differs from traditional support; what I am offering you is within a professional therapeutic context. Regular attendance is vital if you are to get the best out of your sessions; please give them priority over other arrangements where possible. You will be advised of the recommended length and frequency of therapy for your needs but this depends on the information you have provided for me to make a judgment. However, during counselling deeper issues may reveal themselves and require longer therapy.

I am not able to provide 24-hour crisis counselling but if you do require immediate mental health attention, contact the Samaritans on 116 123. Or alternatively, call 999 or go to Accident and Emergency for assistance.

Counselling can improve as well as upset the equilibrium in any person or family. It may lead to changes in life perspectives and decisions and these changes could be temporarily distressing.

If at any time you feel dissatisfied with my services as a therapist, you have a right to let me know. If you do not feel that I have resolved your complaint, you may file a formal complaint through contact with the National Counselling Society (NCS). 01903 213683, conduct@nationalcounsellingsociety.org, , <https://nationalcounsellingsociety.org/have-a-concern/complaints-process>

If we meet unexpectedly outside of the counselling sessions the therapeutic relationship comes first, along with protection of your confidentiality. I will not initiate the greetings, unless you do so initially, in case you are accompanied by someone who you do not wish to disclose you are having counselling.

Gifts cannot be accepted, at the beginning, during or at the end of therapy. You are paying for this service.

If I believe that a referral is needed, I may be able to provide some alternatives including groups and/or professionals who may be able to assist you.

For online and telephone counselling, sessions cost £25-35 and payment is made before the session by BACS.

Any personalised relaxation and meditation CDs are provided at a cost of £20 each.

Bank transfers can be made using the following:



If you cannot attend your booked appointment and you do not let me know, it will result in you being charged for the full missed session. If you need to cancel the session you must cancel at least 24 hours before the appointment.

If I have to cancel the session with less than 24 hours for online sessions I will offer you a free session.

If you are having online or telephone counselling you can initiate the call at the scheduled time from your phone, computer or device. If you having online counselling and there is a problem with the quality of the call or connection then please contact my landline phone number and we will continue the session by phone [REDACTED]. At the end of therapy we cannot contact one another socially for a minimum of three years in case you wish to return and resume therapy.

RECORDS AND CONFIDENTIALITY

Your records and all of our communications become part of your clinical record. I hold handwritten process notes of our session work as well as this contract, consent and disclosure form. No one can identify you from the process notes about our sessions because your contact details form is kept separate from the session process notes. These notes can be photocopied and sent to you on request. If you do hold any of these notes you must keep them confidential and safely locked away. Adult client records are shredded seven years after you have stopped receiving services.

Confidentiality is important but there are circumstances in which I may have to breach that for your own safety and the safety of others:

- You may harm yourself or someone else and I need to inform your GP with your knowledge.
- You may be at harm from someone else and I need to inform your GP with your knowledge or in an emergency the police.
- If you disclose you are money laundering.
- If you are involved in legal action/proceedings, your records may be subject to subpoena or lawful directive from a court. You will be informed if this happens.
- I am ordered by a court to disclose information. You will be informed if this happens.
- You direct me in writing to release your records.
- Or I am otherwise required by law to disclose information. You will be informed if this happens.

COMMUNICATIONS

Electronic communications (email, texting) can be accessed by third parties without consent. They can also be accessed by family in the event of your death or incapacitation. Please be aware of this when sending electronic communications containing personal information related to your counselling or psychotherapy. If you would prefer me not to send information containing counselling content by email or text please inform me of this.

You do not have permission to post information about your therapy with me on social media platforms. I am also not allowed to post information on social media about you.

I aim to reply to emails, phone calls and texts within 24-48 hours. I cannot always respond to calls, texts and emails immediately. I do not expect you to do so either.

Online counselling and psychotherapy is currently offered on VSee, WhatsApp, Zoom or Skype software. However, WhatsApp and Skype platforms may not be able to guarantee complete confidentiality even though they say they do. By signing this contract you are stating that you understand this risk.

I may be called on [REDACTED] or emailed at [REDACTED]. Mobile coverage is patchy where I live so do not rely on this method if the call is urgent [REDACTED]. If I am working in Stockbridge then mobile will be good.

CONSENT and AGREEMENT for COUNSELLING AND PSYCHOTHERAPY

I, _____

- Agree to receive therapeutic services provided by Martin J Handy.
- I understand that I am expected to be an active participant in this process.
- I understand the number of sessions I can expect to participate in and experience some improvement.
- My signature below means that I understand and agree with all of the points above.

Client Signature

Date

COUNSELLOR'S STATEMENT

The client has read and understood the above description of the limits on confidentiality.

Therapist Signature

Date

My Commitment to You

Counselling and Psychotherapy

Fundamental Principles of the National Counselling Society

These principles are a foundation of our ethical practice and decision making.

The fundamental principles of this code are:

- 1. Working towards the good of clients and doing no harm (Beneficence and Non-maleficence)**

Practitioners hold the welfare of clients central to their work and so commit to avoiding harm.

- 2. Being trustworthy and responsible (Fidelity)**

Practitioners endeavour to establish trust with their clients and the community in which they work. Therefore, practitioners not only honour the trust placed in them by their clients and the community but also act in a respectful, professional and ethical manner when representing their profession.

- 3. Respect for the dignity and rights of the client (Autonomy)**

Clients have the right to self-determination and to be shown dignity and respect for making their own lawful decisions.

- 4. Justice**

Practitioners are aware of their own judgements based on their own experiences, and need to take precautions (supervision) to provide a service that is not restricted by their own prejudice and limitations of experience. This also means showing respect for diversity of persons, without prejudice to colour, race, belief, gender, sexuality, social context, and mental and physical abilities.

- 5. Integrity and self-responsibility**

Practitioners work to be as honest, truthful and accurate as possible. They are also responsible for looking after their own needs and health. So, a practitioner will only commit to a practice that they can offer being aware of own expertise, training, health and wellbeing and let the client know if anything changes.