



## Client Contact Disclosure Information

[www.MartinHandy.co.uk](http://www.MartinHandy.co.uk)

-Counselling & Hypnotherapy-

-Personal Myth Online-

Name:			
Date of Birth:		Age:	
Gender (current and past)		Marital Status:	
Occupation (current):			
Address:			
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 / Hypnotherapy / Personal Myth Online would you like to achieve?	
What obstacles, (e.g. self-defeating behaviours or circumstances in your life) might limit the achievement of your goals?	
How did you hear about me?	
GP Name:	
GP Address and Contact:	
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?	
Do you have any sleep problems?	
How would you describe your diet?	
<b>Medical History and Health Problems:</b> <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>	
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?	

<p>Are you currently in a relationship? Generally describe your relationships</p>	
<p>What is your spiritual or religious belief?</p>	
<p>Would you like to integrate your spiritual or religious beliefs into your exploration work?</p>	
<p>Do you have children?</p>	
<p>Describe your childhood</p>	
<p>Hobbies and leisure activities</p>	
<p>Work situation and dynamics</p>	
<p>Financial issues</p>	
<p>Fears and dislikes</p>	

# Client-Therapist Contract

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-Counselling & Hypnotherapy-  
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The relationship between a therapist 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 therapy deeper issues may reveal themselves and require longer therapy.

I am not able to provide 24-hour crisis support 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.

Therapy 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](mailto:conduct@nationalcounsellingsociety.org), <https://nationalcounsellingsociety.org/have-a-concern/complaints-process> or The National Hypnotherapy Society (NHS). 01903 213683. [conduct@nationalhypnotherapysociety.org](mailto:conduct@nationalhypnotherapysociety.org), <https://nationalhypnotherapysociety.org/have-a-concern>.

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 therapy.

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.

Costs for Counselling, Hypnotherapy and Personal Myth Online can be found on my website [www.martinhandy.co.uk](http://www.martinhandy.co.uk) and payment is made before the session by BACS or you can pay by cash in-person on the day.

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

Bank transfers can be made using the following:

Martin J Handy Nationwide Building Society Sort Code: 070246 Acc No. 25161567

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/hypnotherapy you can initiate the call at the scheduled time from your phone, computer or device. If 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 (01794 278372). 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.

### **PERSONAL MYTH ONLINE PROGRAMME**

If you are participating in the Personal Myth Online programme it is important to understand the following for creating a safe sharing environment:

- In group work it is important to respect the views, opinions, experiences, situations, identity and beliefs of others. Everyone should be respected for their own religious, spiritual, sexual orientation, gender, political views, beliefs and opinions.
- You cannot talk or write about other people's lives or opinions outside the group but you can share your own experiences and learning. You must respect confidentiality and privacy.
- You are expected to commit to the length of the programme agreed with the therapist. If you decide to leave the group before the end of the programme it is important to leave positively and in a respectful way towards the other group members and explain to the group that you are going to leave. This allows members to process a formal ending as the group work is personal, bonds are made and personal material is shared and a formal expression of ending shows respect.
- Please be ready to start on time.
- There will be times when the subject matter and content may trigger difficult thoughts and feelings. This is part of the process and there will be deep experiences to explore that will reveal deep realisations about yourself and your path. Take responsibility for your thoughts and feelings and resist the temptation to project them onto others.

- You do not have to share or discuss something in the group if you do not want to. You choose what you share and disclose to the group.
- If you do feel uncomfortable about something or want to share something with the therapist you are encouraged to do so. If something is bothering you please contact the therapist first of all. If that does not resolve your concern you can contact The National Counselling Society. Details for contacting them are in this agreement.
- There is currently no fee for the first four Personal Mythology Online evenings. After the first four sessions there will be either a weekly fee or a fee for a full programme to be paid in advance via bank transfer or PayPal.
- Costs of the sessions are found on my website [www.martinhandy.co.uk](http://www.martinhandy.co.uk).
- The dates and times will be given to you before you begin the sessions.
- No written records about your individual participation is kept unless there are breaches of etiquette, confidentiality or inappropriate behaviour.
- If you break any of the rules during the sessions you risk being disconnected and lose your place.

### RECORDS AND CONFIDENTIALITY

This policy complies with the GDPR and The National Counselling Society Code of Ethics. 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. Client records are shredded seven years after you have stopped receiving services.

I am a counselling tutor, trainer and writer and so I use anonymised cases for the purpose of academic, social and skills learning. I do not disclose identifying information about individuals but may explore general issues and ideas about certain life experiences such as depression symptoms and its causes and strategies to help and manage it. If you still wish your own anonymised case experiences to be restricted from my training of students and writing please tick this box .

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 related to your Counselling, Hypnotherapy or Personal Myth Online work. If you would prefer me not to send information containing information about appointments by email or text please inform me of this. Email and text communications can only be used to make, amend or cancel appointments.

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, Hypnotherapy and Personal Myth Online is currently offered on VSee, WhatsApp, Zoom or Skype software. However, I cannot guarantee complete confidentiality even though these platforms may say they do. By signing this contract you are stating that you understand this risk.

I may be called on 01794 278372 or emailed at [martinhandy@protonmail.com](mailto:martinhandy@protonmail.com). Mobile coverage is patchy where I live so do not rely on this method if the call is urgent (07864 029868).



## CONSENT and AGREEMENT

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.
- My signature below means that I understand and agree with all of the points above.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

## THERAPIST STATEMENT

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

\_\_\_\_\_  
Therapist Signature

\_\_\_\_\_  
Date

# My Commitment to You

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## Fundamental Principles of the National Counselling Society

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

### 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.