**Counselling Information Sheet**

***Suzie White***

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***Dovetail Counselling Service***

*6 Stafford Road*

*Caldicot*

*Monmouthshire*

*NP26 5DE*

**Location**

Dovetail Counselling Service is at 6 Stafford Road, NP26 5DE. When you arrive please feel free to park on the drive or there is street parking. Entry is via the door on the garage (there is a sign saying 'Dovetail Counselling Service' and a bell for you to ring).

The counselling room is located on the ground floor, with a ramp going from the garage into the house. It is all on the flat with no steps**.**

**There is no waiting area so please arrive at your appointment time.**

**Counselling Sessions**

The first counselling session is a taster, for you to see if counselling is for you, and if we feel we can work together. After the first session if you decide you would like to continue with counselling then I ask you make a commitment to attend regularly, in order for you to get the most from your therapy. This might be weekly, or fortnightly. The average number of sessions needed is six, although it could be shorter or longer, depending on your needs and issues.

**Counselling Contract**

At the beginning of the first session we will both sign a counselling contract with the following on it-

I aim to give the best possible service to my clients. The contract below sets out my commitment to you, and in return what I would consider to be your responsibility.

I will:

* Work to the BACP Ethical Framework for Counsellors.
* Be clinically supervised to ensure safe practice at all times.
* Treat you with respect and without judgement.
* Treat the work with confidentiality. Confidentiality will only be broken, with or without your permission, in the event of disclosure of abuse of children, other vulnerable people, serious criminal offences, or harm to self or others. There is also a duty to disclose acts of terrorism, under the terrorism act.
* Make a commitment to you to attend every session, and to advise you in good time if this is not possible, for unforeseen reasons.
* Meet with you at a time, day and venue agreed.
* Ensure the venue will be a safe place for us to discuss your issues.

You will:

* After the first session if you decide you would like to continue with counselling then I ask you make a commitment to attend regularly, in order for you to get the most from your therapy. This might be weekly, or fortnightly.
* Inform me if you are unable to attend ***(Less than 48 hours’ notice - full fees apply).***
* Agree to engage in the process, being open and honest.
* Agree a planned ending to the work with myself. If you take the decision to end counselling prematurely I will respect your wishes, but would appreciate the opportunity to discuss this with you and ask you give me a sessions notice.
* Agree not to be under the influence of substances.

**Fees**

Each session is booked for 50 minutes and at present costs £40. Sessions can be either be paid for before the session by direct bank transfer (please contact me for my bank details) or at the end of the session by cash, card or cheque. My fees are reviewed annually and I will give you four weeks’ notice in advance if I am increasing them.

**Privacy Notice**

You will have been given a privacy notice with this contract. This sets out how I manage and safeguard your data and the notes I take.

Please take time to read through the privacy notice and contract and if you have any questions email, text or phone me beforehand or when we meet up for our first session.