



A counselling agreement between Craig Wilson (Headwinds) and

Appointments:

- The length of each session is 50 minutes.
- Your counsellor will be ready for you on time. If you arrive late for any reason, your session will finish at the appointed time.
- Your counsellor will take all reasonable precautions to ensure that the therapy space is free from interruptions. We ask that you also respect the space by ensuring your phone is switched to silent mode before the session begins.
- If you need to contact your counsellor to discuss appointment arrangements, you can reach him by email (craig@headwinds-counselling.co.uk) or by phone (07840 366 138): there is voicemail on this line and you may also message using SMS, WhatsApp, or Signal. Your counsellor will aim to respond within 1 working day, unless absent due to sickness or leave.

Fees:

- The standard fee is £55 per 50 minute session.
- Payment required in advance by bank transfer, or in person by cash (by agreement).

The Sessions:

- Counselling is a process that helps people to express themselves to a professional person outside of their situation. Sometimes it can help them to make choices or reach decisions about how to handle their concerns.
- Your counsellor will encourage you to talk about what is troubling you and listen to what you have to say.
- The aim is to help you become clearer about both the extent and the effect of the problem, and maybe to help you recognise possible solutions - ones that will work for you.
- Part of the work might involve you considering what you are thinking, feeling, and doing (or not doing), and how thoughts, emotions and behaviour all interact together.
- Part of the work might involve you finding internal resources for changes in thinking and acting, and in making the changes that you have decided on.
- In counselling, endings are important. If, for whatever reason, you make a decision to end the process, please come and discuss this with your counsellor, so that you can have a final session reviewing whatever we need to and ending the process satisfactorily.

Health: Please do not take any mood altering drugs (unless prescribed by a GP) or alcohol before a session.

Cancellations:

Cancellations with less than 7 days notice will be charged at 50% of the agreed rate.
Missed appointments (no notice) will be charged in full.

Confidentiality:

Everything that happens in a session remains confidential between your counsellor and you, with the following exceptions:

- Your counsellor will discuss aspects of your work with a supervisor, but your identity will remain protected.
- Your counsellor may be required by law to discuss the work (this is very rare). For example, if you discussed acts of terrorism or serious crime or risk of serious harm to others, your counsellor would report that to the police. Similarly, if you reveal information about children or vulnerable adults being at serious risk, your counsellor would report that to the relevant authorities if you felt unable to do so yourself.
- If subpoenaed to give evidence in court, your counsellor would have to do so.
- Your counsellor may contact your GP or other medical professionals if he believed that you were likely to cause serious injury to yourself.

If you happen to meet your counsellor outside of your session, by default, he will not acknowledge you. This is for your privacy. If you wish to wave or say hello, your counsellor will do the same, but will take the lead from your decision in each instance.

If you happen to join the same group or activity, your counsellor will give serious consideration to the risk of a dual-relationship and, if appropriate, he will withdraw.

Record Keeping:

- After every session (and occasionally, with your permission, during the session), your counsellor will make brief notes of the discussion.
- These notes do *not* constitute part of your official health record.
- Your counsellor is registered under the Data Protection Act (1998) #ZB182127
- Records will be stored in a coded, encrypted, and password-protected electronic format in a cloud storage system.
- Records will be kept securely for up to 7 years after counselling has ended (as required for our professional insurance) and will then be destroyed.
- You have the right to view any records held about you.

Other Responsibilities as a Client:

- You are responsible for your own thoughts, feelings, actions, and for your own personal growth.
- You are responsible for asking about anything that is unclear to you or causing you concern.
- You are responsible for communicating any changes in circumstances that may influence your therapy.

Review:

This agreement will be reviewed annually or at any other time at the request of either party.

Jurisdiction:

This contract, and the work it relates to, is subject to the jurisdiction and laws of Scotland.

Comments:

I agree to the terms stated in the above agreement.

Client signature:

Date:

Counsellor signature:

Date:
