**PARENT AGREEMENT**

I Alison Pluck hereby undertake to offer your child counselling in accordance with the following agreement. I am a qualified and fully insured therapeutic counsellor. I am a Registered member of the British Association for Counselling and Psychotherapy (BACP Reg. 37883) and adhere to the ethical framework that they provide. Should you wish to see a copy of these guidelines, they are available on the BACP website [www.bacp.co.uk](http://www.bacp.co.uk). My insurance covers professional indemnity and personal liability.

**Confidentiality and Data Protection**

The content of your child’s sessions will remain confidential between myself and your child unless any safeguarding concerns are raised.

There are exceptions to confidentiality where I have a responsibility to report to relevant authorities under the following legal Acts:

* + - The Children’s Act 1989/2004
    - The Terrorism Act 2000
    - The Drug Trafficking Act 1994

The other exception to confidentiality is where your child shares information that leads me to believe that they or somebody else is at significant risk of harm. In all incidents how we manage this would be discussed with your child during the session to ensure that ultimately, they are kept safe which may mean discussing their wellbeing with yourself or another third party. I have a supervisor who I may refer to for guidance.  Supervisors ensure the best interest of the client and adhere to the same principles and confidentiality.

Your child’s personal information is held in compliance with the ICO guidelines, see separate Privacy Statement. I make brief factual handwritten or electronic notes about the content of sessions which are identified by code only. They will be securely filed in a locked filing cabinet or on a password protected device and are only accessible to me. They will be stored for 8 years following your child’s 18th birthday i.e. until their 26th birthday, at which point they will be shredded/deleted. There will be no personally identifiable information kept with these notes. The personally identifiable information contained on the Privacy Statement will be kept in a separate locked cabinet and will be destroyed one month after your child has ended counselling.

**Appointments**

Appointments will last for up to one hour between the agreed times.

**Covid-19 Response**

The Covid-19 (Coronavirus) pandemic has resulted in Government advice regarding social distancing. In order to minimise the risk for you and your family, and comply with current Government regulations, I am now offering a phone or Zoom support service and Walk and Talk Therapy.

**Online Working**

Zoom is a safe secure internet platform on which we can see each other and talk in a face to face way. I recommend when using on-line Zoom sessions that headphones are used.

If you need any assistance with Zoom set-up or usage, I will be happy to help in advance of our first session. There is a Zoom Guidance document available on the ‘Policies and Documents’ section of my website.

I also recommend that pen/colours and paper/journal are available when we have sessions.

You will need to access Zoom on your laptop/PC or install the app on your phone or tablet.

To have face to face sessions, your PC/laptop will need to have a camera.

When we book your session this way, I will send you a secure link for you to join me at the agreed time.

[www.zoom.us](http://www.zoom.us)

Please see their privacy policy.

<https://zoom.us/legal>

**Walk and Talk Therapy**

I am now able to offer walk and talk therapy in a public space. Please discuss this with me if this a service that you would like – there are separate consent forms and risk assessment documents which I will need to forward to you.

**What does this mean for your child’s counselling sessions?**

Your child will receive the same emotional support and understanding during their sessions.

Your child will still have the safe space to explore your thoughts and feelings in regard to any issues they may have.

You should be aware that I cannot guarantee confidentiality from your location when working online. The responsibility for this rests with yourself and your child and it would be helpful if you could assist them with ensuring access to a quiet and private space to use for their sessions.

**Payment and Cancellation**

Unless other arrangements have been previously agreed, it is expected that you will pay for each session by cash or 24 hours in advance of the session by bank transfer to my Starling Bank Account:

**Account No: 69778802 Sort Code: 60-83-71**

Any sessions that are missed with less than 24 hours’ notice are due in full.

The agreed fee for a one hour session is **£X**  (initial assessment appointment is **£X**)

If you wished to purchase a block of 6 sessions, then this would be **£X** when paid in advance. If for any reason you required a refund prior to the end of the block of sessions, this would be made on a pro-rata basis calculated on the basis of the full cost of **£X** per session

These are your child’s sessions and to gain the maximum benefit from them please encourage them to raise any concerns with me should they arise.

**By signing below, you are agreeing to the terms of this contract.**

Signed……………………………………………………(Counsellor) Date……………………..

Signed……………………………………………………(Parent) Date……………………..