**Clean Slate Therapy Agreement**

**Information for Clients**

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| You will have had an initial appointment with our Outreach Team, who has then referred you to the most appropriate of our Therapists to arrange a first, exploratory session. |
| Most therapy sessions are 50 mins and are usually weekly. You are free to stop your counselling at any time, but please let your Counsellor know, in advance, of your intention to stop the sessions. A winding down period is advocated |
| We like to be flexible, but if two sessions are missed without prior arrangement then we will stop the counselling process. 24 hours' notice is required unless it is an emergency situation.  Please contact the Clean Slate Office on 01869 232461 or 07729 417458 |
| We will offer support and encouragement, but you are responsible for your own thoughts, feelings and any choices or decisions you may make |
| If you are unhappy with any part of your therapy, and are unable to discuss this with your Therapists, you may wish to speak with the Outreach Team.  Complaints must be made in writing to Outreach Team [outreach@cleanslate.org.uk](mailto:outreach@cleanslate.org.uk) |
| Confidentiality - Anything you share with your Therapists will be treated as strictly confidential within Clean Slate. Although Therapists will discuss your case in supervision, as required by the Professional Code of Ethics, they will not reveal your identity.  There are two exceptions to the confidentiality rule:   1. If your Therapists considers you or someone else to be at serious risk. If we are concerned that there is such a risk, we may need to consult outside of this service, such as your GP or other agency. Your Therapists will usually, if at all possible, discuss their concerns with you and their intention to contact a third party. 2. The Law requires us to report if you are benefiting from the proceeds of crime e.g., benefit fraud etc., or any involvement with or knowledge of terrorism. This will be immediate. |
| Your personal details will be kept securely as required by the Data Protection Act 1998. Notes of therapy sessions will be kept for 6 years and then destroyed. You have the right to view these notes at any time during the therapy process. |
| We may wish to record therapy sessions at times for training purposes. If this is agreed with you a separate Agreement will be signed. |

**Agreement by client (Please complete the form below and return to your Therapists).**

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| I agree that my Therapists may contact my GP, or other agency, in certain circumstances, normally after having talked to me. |
| I agree to respect this service and the Therapists working here and recognise that therapy may be terminated if any member of this service is unhappy with my behaviour towards them. |
| I agree with the terms set out above. |

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| Name (print): |  |
| Signature: |  |
| Date: |  |