

# COUNSELLING CONTRACT

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Gerard Dunning Counselling

GerardDunning.com | ABN: 44 307 959 263

## Counselling Approach

We believe that our clients have the desire and the capacity to grow towards fulfilling their true potential, and that they are the experts on their own lives. Therefore, I will not give you advice or offer solutions, but will work with you to help you understand yourself more fully and to find your own inner resources. With greater self-awareness, confidence and trust in yourself, I hope that you will be able to make constructive changes, leading to a more satisfying and meaningful life.

## Confidentiality

Everything you share with me in the course of our work together will be treated as highly confidential. However, there are a few circumstances in which I may be required to break confidentiality:

- If I consider you to be at risk of seriously harming yourself or someone else
- If your counselling records have been requested by a court of law
- If another party or agency has requested your information, and you have agreed and provided your written consent to this

## Sessions

Our initial contract will run for 6 sessions, after which we will review the counselling process and negotiate further sessions as appropriate. Normally we will meet on a weekly basis at a regular time. The duration of a counselling session is 1 hour for in-person. Video or Phone sessions can be requested and run for 30 minutes.

## Payments/ Cancellations

See On-Line Session Booking [GerardDunning.com/counsel](http://GerardDunning.com/counsel) for current hourly and half hourly rates.

Payment will be taken at the beginning of each session, or paid in advance and may be made by cash, EFTPOS, or Credit Card. Late cancellation fees are payable as follows:

- 0-24 hours' notice - full session fee payable.
- 24-48 hours' notice - 50% of session fee is payable.

## Record keeping

I will take notes during or after each session to help me keep track of our progress together. Some note taking may also include an audio record of our session. This will only be taken with your agreement to do so.

All notes will be stored in a private and secure digital location and may be viewed by you if you so wish. Your counselling records will be kept by the service for a period of seven (7) years from the date of your last contact with the service.

## Email/ Telephone Contact

Email or telephone contact will be limited to practical arrangements only. I will not enter into telephone or email counselling except by prior arrangement.

If you are faced with an emergency in between sessions, please contact the appropriate emergency service (see overleaf). In a life threatening situation, call 000 without delay.

## Ending Counselling

Normally, the end of counselling would be by mutual prior agreement. However, you have the right to end your counselling at any time. I would appreciate you letting me know if you decide not to return to counselling, giving at least 48 hours notice. If at any time I feel that our counselling is no longer appropriate for you, I will discuss this with you and may suggest discontinuation or a referral to a more appropriate service.

# Contact

Email: [Gerard@GerardDunning.com](mailto:Gerard@GerardDunning.com)

Phone: 0412 304437

Web: [GerardDunning.com/counsel](http://GerardDunning.com/counsel)

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counsellor Name: \_\_\_\_\_

Counsellor signature: \_\_\_\_\_ Date: \_\_\_\_\_