

# Brian Pugsley MBACP (Accred)

## Information and agreement sheet for counselling clients

Please read the following important information, discuss with me any questions you might have, and then indicate your agreement by signing at the bottom.

### Our work

We will schedule sessions of 50 minutes, where possible weekly on the same day and time. We can review our work and discuss continuation or ending at any time, however if we have completed 6 or more sessions I ask that you agree to one final session following the session in which you tell me of your decision to end.

### Our sessions

There is a parking bay outside the house that you are free to use. Unfortunately I am not able to offer a waiting room, so I ask that you arrive within a few minutes of your appointment. For the same reason I cannot accommodate friends or relatives during your session except by prior agreement. There is a bathroom opposite the consulting room that you are welcome to use.

### Payment

The session fee is £45. This can be paid by cash or cheque at the start or end of the session, or online at [www.brianpugsley.co.uk/pay](http://www.brianpugsley.co.uk/pay)

by bank transfer, credit/debit card or Paypal. If you pay online, payment for each session should be made before the following session.

I set aside time for our meetings. If you cannot keep an appointment, please let me know in advance so that we can re-schedule. If you cancel an appointment with less than a day's notice, I will ask that the fee be paid. I understand, however, that sometimes missing an appointment is unavoidable, so I will allow for one missed appointment without payment over 6 months.

If I have to cancel a session myself, I will give you as much notice as possible and will try to reschedule the appointment. I will also give you ample notice of my breaks.

### Professional responsibilities

I abide by the Ethical Framework of the British Association for Counselling and Psychotherapy (BACP), of which I am a member. You can ask me to see this code, or view it online at

[www.bacp.co.uk/ethical\\_framework](http://www.bacp.co.uk/ethical_framework)

Our work is strictly confidential, however there are some important limits to confidentiality. I have supervision, which means discussing my work with senior professionals who are bound by the same terms of confidentiality. I may need to disclose information in the following situations:

- 1) If I think that you or someone else may be in danger of serious harm.
- 2) Circumstances under which I am legally obliged to disclose information, for example when ordered to do so by a court, or by legal obligation to report information about drug trafficking, money laundering or terrorist activity.
- 3) I am legally obliged report information about a child who could be at risk of harm or neglect.

In most cases I will try to discuss issues with you before disclosure.

### Contact details

Practice address: 5 The Green Lane  
(this is not my Leigh, Tonbridge  
home address) TN11 8QX

Phone: 07452 923412

Email: [counselling@brianpugsley.co.uk](mailto:counselling@brianpugsley.co.uk)

### Agreement

I have read and agreed to the above: \_\_\_\_\_ Date: \_\_\_\_\_