

## Working Agreement

This is offered in the spirit of establishing a constructive working relationship. While focussed on counselling, it also applies to autogenic training (AT), strengths coaching and careers guidance. Valid from 05/04/2018.

### Safety

- If you have any questions or concerns at any time, please ask.
- If you experience intense emotions during our work, we can discuss ways to work with them as effectively as possible to help minimise any unnecessary distress. If at any time what we work on is 'too much' please tell me.
- I work within the ethical framework of the BACP: [www.bacp.co.uk](http://www.bacp.co.uk)

### Confidentiality and privacy

- All our conversations are confidential. There are certain situations where I have a legal obligation to break confidentiality linked to areas such as terrorism, drug trafficking and road traffic offences.
- It is normal to experience troubling thoughts and feelings at times during counselling and personal development work. However, if either of us become concerned about your mental health or that you may harm yourself or anyone else, I shall ask you to speak with your GP or another relevant professional as a matter of urgency. If you choose not to and my concerns about your wellbeing escalate, I may need to inform relevant professionals, where possible with your consent.
- I maintain client anonymity during supervision unless situations like the above require disclosure.
- I keep anonymised, paper: initial appointment summaries, factual session summaries and self-assessment measures. All are kept for five years after we have finished. You may ask to see these at any time. I delete emails and text messages after replying to them. As I do not save your contact details in my phone, please include your name if you text me.
- Please show if you would like to be contacted in future e.g. research project, case study for new methods etc. This happens very seldomly! Yes please [  ] No thanks [  ]

### Attendance

- Regular attendance is important and helps our work to be effective. Sessions are usually weekly.
- Unavoidable factors: If neither of us can meet due to unavoidable factors such as travel problems, domestic emergencies or ill health, I/you will contact the other on their mobile phone as soon as possible. Ideally, this will be at least 24 hours before your scheduled appointment.
- If you miss an appointment: Please leave a message on my mobile phone that day. If I do not hear from you, I shall phone you the day after. If we have not made phone contact within 48 hours of the missed appointment, I shall assume that you wish to end our work together.

### Fees

- These are detailed on [www.goodwillguidance.com](http://www.goodwillguidance.com) > Appointments
- The full fee is payable if you do not attend, or cancel within 24 hours of, your appointment. If this is due to any unavoidable factors listed above, I may charge a £15 fee to cover expenses if we meet in Winchester.
- As the AT course is payable in advance, if regular attendance is disrupted for reasons such as chronic illness, you may complete the rest of the course within one year of starting. There is no refund for non-completion.

### Goals and endings

- Progress in personal/career development work is usually positive but I cannot make any guarantees. If formal or informal reviews indicate your need for alternative or additional support, I shall ask to discuss this with you.
- Endings are especially important in counselling. Hopefully, we will both have a developing sense of 'our work is done and it is time to end' but please let me know if you are thinking about ending our work together.

By signing this we are agreeing, in good faith, to the conditions outlined above.

David Whistance

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_