



ACCP

Aberdeen Counselling Practice

Terms and Conditions – For Companies

Confidentiality

The contents of the counselling sessions are confidential between the counsellor and the employee/client.

The content of the counselling session is not shared by the counsellor with anyone else *unless* the employee/client or someone they speak about is at serious risk to themselves or others. Prior consent of the employee/client would be sought in advance of any disclosure, where possible.

The counsellors in Aberdeen Counselling Practice all receive in-house and external supervision. During supervision it is necessary for counsellors to discuss individual cases to ensure that they are providing clients with a safe, therapeutic environment. This will in no way undermine confidentiality as names or identifiable descriptions or facts will not be shared.

Frequency and duration of therapy

A session lasts for 50 minutes. A maximum number of sessions will be agreed with the company before counselling commences. It is recommended that sessions take place weekly, preferably at the same time. However, we will do our best to fit round an employee's/client's needs. If an employee/client wishes to continue counselling after the fixed number of sessions is complete, then this arrangement will be between the employee and the counsellor, and this will not be discussed with the employer.

Payment

Companies will be billed monthly, unless otherwise agreed eg. after a certain number of sessions or when counselling ceases.

Payment terms are 30 days from date of invoice.

Invoices will state dates of appointments with the employee/client, however no names will be stated on the invoice to maintain confidentiality. We request that a designated person in the company is appointed who can discuss the employee/client attendance and through which communication should be directed with ACP, on behalf of the company.

Payment can be made by cheque/or via BACS to the named counsellor who delivered the work.

We appreciate as much notice of cancellation of a session as possible and will require to charge for a full session when less than 24 hours notice is given or if an employee/client does not attend.

This contract is between the company and the counsellor who holds individual Professional Indemnity Insurance.