



Working Agreement

I am a Practitioner Member (MCMA) of The Complementary Medicine Association (CMA) and a Person-Centred Counsellor. I believe in the theory developed by Carl Rogers, that given the right conditions all people have the potential to grow and develop in a positive way. My aim is to provide a safe space for you to talk openly, free from judgement or criticism, and without directing you. I believe you have the inner ability to find your own answers and the right path forward for you. Our work will be led by you, at a pace that is comfortable for you and this is why I don't limit the number of sessions available.

This is to confirm our working arrangement for counselling sessions as discussed.

Ethics

As a Practitioner Member (MCMA) of The Complementary Medicine Association (CMA) I abide by their Code of Ethics for good practice. The full wording can be found at <https://www.the-cma.org.uk/policies/code-of-ethics/>

Sessions

My fees are £50.00 per session and this is payable by either cash, bank transfer or card at the end of each session. I ask for as much notice as possible of cancellation, but cancellations of 24 hours or less notice will incur a £10 cancellation fee. Where sessions are not cancelled and you fail to attend, the full session fee will be charged.

Sessions will usually be weekly and last 50 minutes each.

Confidentiality

Our relationship is confidential. I will not speak to anyone else about you or reveal your identity to anyone.

I will ask for your contact details and keep a record of sessions attended and fees paid for my own insurance and accounting purposes. I am also required to keep brief notes of our sessions. This information is kept in a locked cabinet with contact details separate from session notes.

Limits to Confidentiality

There are certain circumstances in which I am obliged either legally or ethically to break confidentiality in relation to:

- Disclosures relating to money laundering, drug trafficking or terrorism. These are legal obligations and I would not be able to consult with you before reporting
- Disclosures that led me to believe that you or someone else was at risk of serious, life threatening harm. I would hope to involve you in any such disclosures
- Disclosures that led me to believe that a child (a person under 18) was currently at risk of serious physical, sexual or emotional abuse. I would hope to involve you in any such disclosures but I do not need your consent to do so

Tel: 07711 272 509 | www.emcounselling.com | emmamarshallcounselling@gmail.com

- It is mandatory to report any known cases of Female Genital Mutliation (FGM) in under 18's to the Police. I would hope to involve you in such cases but I do not need your consent to do so
- If I am subpoenaed by the Police to release session notes or called as a witness in court cases for the Prosecution or Defence. There is a Pre Trial Protocol that will be discussed with you and followed in these cases

If any of the above were to occur I am obliged to make detailed factual notes of such disclosures and the action taken.

- All counsellors are required by their professional body to have monthly supervision with another experienced counsellor. This is to ensure that they are working ethically and within their capabilities to maintain professional, competent practice. Case work is usually discussed in these meetings but clients identities are never revealed

Boundaries

To protect the therapeutic relationship, I will not enter into any contact with you outside of our sessions except for the need to rearrange, cancel or confirm appointments. I am happy to do this by text, telephone or email.

If we were to see each other outside of the counselling sessions, for instance in the street, I will not acknowledge you or speak to you. Please be assured this is not rudeness on my part but an important aspect of protecting the confidentiality of our relationship.

Endings

There will come a time when you no longer need or wish to come for counselling, or you may want to take a break. Being Person-Centred, I will fully respect any decision you make, even if I feel our work is unfinished. I hope that we can discuss endings or breaks openly and honestly.

I look forward to working with you. If you do have any further questions, please do not hesitate to ask.

Emma Marshall
Practitioner Member MCMA
The Complementary Medicine Association