



COUNSELLING AGREEMENT

This is a mutual agreement negotiated between Szilvia Kovács as Counsellor (I/me) and the Client (you) prior to the commencement of counselling. It sets out the responsibilities of the Counsellor towards his/her clients, and also the Client's obligations in the counselling relationship. The present Agreement is valid for both online and face to face sessions.

Confidentiality

This is an essential aspect of the counselling/therapeutic relationship. Everything that is discussed in the counselling/hypnotherapy session is kept in the strictest confidence.

As part of my professional standards, I may need to share and discuss some of the information in our sessions with a qualified supervisor, always under a strictly confidential and professional framework. Your identity is always kept anonymous.

Where written confirmation may be required to be passed on to a third party, this is restricted to a minimum. I will not confer with your Doctor without your knowledge and permission. If there is convincing evidence that you intend to harm yourself or others, I might need to break confidentiality by informing your Doctor, or in severe cases the Police, emergency services, or another appropriate third party. Wherever possible, and if it is considered appropriate, you will be informed of this.

I may keep brief notes after a session, which will be securely stored. Occasionally I might want to make an audio recording of your session to monitor our work, but this would only occur with your prior knowledge and permission. These data are securely stored and destroyed after use.

Sessions

Counselling sessions last 45-50 minutes, hypnotherapy sessions can be up to 90 minutes long, and both ideally occur weekly at the same time and day. The whole session time belongs to you, whether you choose to attend or not, and we will be present for the entire time of the session. If you arrive partway through your allotted time, we will see you for the remainder of the time. If your circumstances change and the session time is no longer suitable, I will do my best to accommodate this and offer you an alternative time. Counselling/Hypnotherapy is for individuals only; no other person will be permitted in the counselling room at any time or for any reason. The only exceptions to this are family therapy, mediation and relationship/couples work.

Frequency and duration of counselling

The duration of the counselling/therapeutic process will depend on the type of difficulty or problem the Client is facing. This is something that I will negotiate with you on the third initial



session, and it will be recorded in the Treatment Plan. You might agree to work together for a period of five-ten weeks and then review things. If we decided in a longer duration, after every five sessions, we would discuss the therapeutic process together. It helps to assess whether your needs are being met and, this will also help (if required) to carry out the necessary adjustments and/or establish new goals for the process.

We have agreed on a minimum of _____ sessions to begin our work together.

Fees

Counselling sessions

for individuals: _____ £/session, for couples: _____ £/session

Hypnotherapy sessions for individuals: _____ £/session.

Charges will be reviewed every six months, and we will give at least one months' notice of any increase. Payment is due on the day before the session by bank transfer.

HSBC Bank UK

Miss S Kovacs

ac.no:42633248 sorte code:40-13-07

IBAN GB07HBUK40130742633248

Cancellation Policy

Cancellation of sessions with less than 48 hours notice will incur the full fee. I will always aim to give the Client as much notice as possible of any holidays, training workshops, conferences or illness that might prevent me from being available at the time/day of the scheduled session. In such cases, I will always aim to offer an alternative arrangement.

There is only scope to re-arrange two sessions in six months, and this is conditional upon notice being given at the start of the relationship.

Any missed sessions will need to be paid for at the agreed rate, and it will not be possible to make these sessions up. Finally, if you miss two consecutive sessions without contact, I will assume that you are no longer able to attend.

Endings

Generally, after the initial sessions, we have agreed in an estimated duration of sessions to achieve your goals that are recorded in the Treatment Plan. However, it can happen you feel ready to finish counselling/therapy sooner. If this would be the case, please indicate your intentions and give at least two weeks' notice before finishing. It is necessary to save every improvement and growth you gained by the sessions for your future life, with summarizing the



whole counselling /therapy process before you leave. In such a way, you can have the chance to discuss your decision, but there will be no pressure on you to continue with counselling/therapy.

Keeping contact

I will invite you to text or email me as a way of contact for arranging and re-scheduling appointments. Please use this if needed only for this purpose, and not to abuse my privilege. The connection is during office hours only once or twice a week. Please be specific which telephone number you wish me to use for contact, and indicate whether it is acceptable to leave a message.

Influence of alcohol/substance

Sessions will not take place if the Client is under the influence of any misuse of alcohol or substances. If this were found to be the case, they would have to end the session, and you would be charged at the standard rate. The Counsellor reserves the right to terminate therapy where the Client is not abiding by the Agreement or is perceived to be a threat to the Counsellor's well being. Abusive behaviour is unacceptable and will not be tolerated.

Please also visit : <https://www.inspiripsy.eu/en/privacy-policy/>

I understand my right to access personal data held about me by my Counsellor, Szilvia Kovács. I consent to Szilvia Kovács using my personal and sensitive data following the Data Protection Act 1998 and the General Data Protection Regulation 2018 to deliver counselling to me. This Agreement is fully understood and agreed to and is signed as it stands by:

signature of Client1 or Parent

signature of Client 2

names in capital letters:

Szilvia Kovacs

Counselling Psychologist, Integrative Hypnotherapist

Date:

INSPIRIPSY
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