



CLIENT AGREEMENT

Please read this carefully and in full before we begin working together.

COUNSELLING REQUIREMENTS:

By taking part in the counselling sessions you confirm the following:

- I. You are NOT currently considering taking your own life
- II. You are willing to attend counselling once weekly for as long as you wish to avail of the sessions.
- III. You are willing to attend these sessions at the times agreed.

CONFIDENTIALITY

All sessions are confidential in accordance with the code of ethics of the Addiction Counsellors of Ireland.

The exceptions to this are: -

- i. When a person is a danger to themselves or others I am required to contact the relevant authorities.
- ii. Reporting of suspected child abuse or neglect.
- iii. In the case of a medical emergency.
- iv. Complying with an order from the Court.

TECHNICAL DIFFICULTIES

If there are technical difficulties communication should be made to confirm this by text message or phone call. If it is not convenient for either party to continue with the delayed session an alternative date and time will be agreed. If the session is interrupted due to technical difficulties then the remaining time will be made up at the end of the session, if possible.

CLIENT INFORMATION

Identifying details will not be disclosed to any third party except in cases of Child Protection issues or disclosure to cause harm to self/others. Client data will be securely retained for a period of 5 years.

Clients are required to give details for the client intake form which will be completed at the first session.

CODE OF ETHICS

I am registered and fully accredited with the accrediting body Addiction Counsellors of Ireland and are bound by their code of ethics. A copy of my accreditation certificate is available upon request.

FEES/ CANCELLATION

24 hours' notice is required for cancellation. If this is not received the full fee is charged.

Appointments are prepaid at the beginning of the session and payment is made through PayPal, visa card, master card or credit card. The duration of the session is 1 hour.

GUIDELINES/ SECURITY/ CONDUCT

I approach all my client work with respect and professionalism and I request that you do not attend under the influence of alcohol and/or drugs and that you are appropriately dressed for video sessions. If I feel that you would benefit from attending a different online counsellor I will support you in making that transition. Likewise if I believe face to face counselling would be more beneficial to you I will support you in finding a counsellor locally.

Online counselling is not advisable if you are feeling suicidal or have suicidal thoughts, face to face counselling would be more beneficial to you in this case. If an emergency arises that needs immediate attention you agree to contact your GP, emergency services or emergency contact person.

I make every effort to keep all information confidential. My computer is password protected and is not used by anyone else. All my client notes are stored online and each file is password protected. Likewise to protect your confidentiality I encourage you to ensure you determine who has access to your computer, only communicate through a computer you know is safe and exit all applications once session is over. For more information about online counselling click <http://innerhealingcounselling.com/onlinecounselling/>

By agreeing to work with me you confirm that you are over 18 years of age and you have given informed consent. This means you consent to receiving online counselling for the issues you bring to the sessions. Your use of the services of Eileen Foley at Inner Healing Counselling signifies that you accept this agreement.

Best Wishes,

Eileen Foley