



WellMind  
Coach

**Steve Rose - WellMind Coach**

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<i>Name</i>	<i>Signature</i>	<i>Date</i>

## **Therapeutic Agreement**

In counselling, both the Counsellor and the Client have rights and responsibilities. It may be helpful for you to read this before we begin our session together and to clarify any concerns you may have about counselling before we start.

### **Counsellor rights and responsibilities:**

I am a registered member of the British Association of Counselling and Psychotherapy and bound by their ethical framework. (See [www.bacp.co.uk](http://www.bacp.co.uk) for further information).

### **Confidentiality & Supervision**

As your therapist, I will respect you as a person and endeavour to honour your trust.

I will respect your confidences and protect them from disclosure to others unless authorised by you or by law.

Exceptions to confidentiality are allegations of child abuse, when a serious crime has been committed or threatened or if there is a serious risk of harm to yourself or others.

If I consider that you are at imminent risk of causing serious harm to yourself or others, I may seek additional assistance on your behalf or on behalf of vulnerable others.

This will normally be done with your consent unless the circumstances prevent this, in which case I will, where appropriate endeavour to inform you about what has been communicated and to whom.

You are recommended to let me know of anyone from whom you wish to receive additional support and with whom I can communicate with on a confidential basis between sessions should this be required. (e.g. other professional: social worker nurse or a doctor.)

As part of my professional development as a counsellor and in order to enhance the quality of the therapy being offered to you I may discuss my work with my therapeutic supervisor.

I attend regular sessions with an experienced and qualified BACP accredited supervisor.

Should I discuss your case, in order to safeguard confidentiality and protect your anonymity, I will not disclose your name or any possible identifiable details.

Before considering breaching confidentiality, I will consult with my counselling supervisor.

## **Privacy Policy**

### **Secure Storage**

Your personal information is stored securely and confidentially using handwritten notes, online password protected records and utilising your first name and place of therapy on any phone or email data. This is used in a safe and ethical manner in line with EU General Data Protection Regulations May 2018. It is not shared with other people without your consent.

### **Right to Access**

You have the right to ask for a copy of your personal information, free of charge, in an electronic or paper format. You also have the right to ask me to amend or change any incorrect information about you.

### **Right to be Forgotten**

You have the right to ask me to erase any information that I hold about you. This includes your personal information that is no longer relevant to original purposes, or if you wish to withdraw consent. In all cases and when considering such requests, these rights are obligatory unless it's information that I have a legal obligation to retain.

### **Data Portability**

As the client, you have the right to receive your personal information which you previously provided, and also have the right to transfer that information to another party. For the purposes of the General Data Protection Regulations (GDPR) 2018, the data "controller" is Stephen Rose

If you are happy with the way your personal information is being collected, stored and used, please electronically sign this agreement.

## **Use of Artificial Intelligence (AI) in My Practice**

As a counsellor, I am committed to providing a therapeutic space that prioritises safety, confidentiality, and the human relationship at the heart of our work. The use of Artificial Intelligence (AI) in my practice is minimal and always guided by professional, ethical, and legal standards.

### **Face-to-Face Counselling**

All in-person sessions are conducted without the use of AI tools. These sessions rely entirely on human connection, observation, and professional judgment.

### **Online Counselling via Google Meet**

I use Google Meet (by default) for online sessions. This platform provides secure, encrypted video calls. No AI tools are used during our live sessions. I do not record sessions, and I do not use AI to monitor, analyse, or summarise our conversations in real time.

### **Client Notes**

I do not use AI to generate, process, or store client notes. All records are written and stored by me personally, in accordance with GDPR and professional confidentiality standards. Notes are kept securely and are never shared with third-party AI systems.

### **Use of AI for General Professional Tasks**

I may occasionally use AI tools (e.g., ChatGPT or similar) to assist with general administrative or professional development tasks, such as drafting psychoeducational content or reflective writing. In these instances:

No identifiable client data is ever shared.

Any reference to client work is anonymised and generalised.

AI is never used to inform or make clinical decisions.

### **Your Consent and Rights**

You have the right to ask questions about my use of technology and AI at any time. If you would prefer that no AI-assisted tools are used in any context connected to your therapy, even anonymously, please let me know — your wishes will be fully respected. Also, if you want to discuss how we/you can collaboratively use AI, then please speak to me.

This policy will be reviewed periodically in line with changes to ethical guidance, legislation, and technology.

## Special consideration working online

When we work online, it is important to consider your environment, Please pay attention to the privacy for your own safety and comfort.

I would advise either finding a private space or informing others that you do not wish to be disturbed for an hour.

I will ensure that my environment also complies to these considerations.

If your immediate safety is at risk I will, as with working face to face, talk to you about reaching out for help via official channels.

We will use Google Meet for our online 1-2-1 work, appointments booked will include links to the meeting and it is strongly advised that you test the link 30mins prior to the first call, this is download software required to run Goggle Meet.

Meetings are password-protected to aid online privacy.

My legal frameworks are governed under UK Law and it is recommended that you investigate if you are looking to work from outside this geography and raise any concerns with me.

## Assessment:

At the end of the first session, we will discuss what is likely most helpful to you and how you want to proceed.

A clinical assessment will be conducted (and charged for) during the start of the work, personal contact details (including medication and GP details) are recorded.

Permission is sought so that I **may** write to your GP informing them that you are seeing me and the nature of my working practice. The purpose of this is for your protection and no personal information will be provided unless agreed explicitly or in an emergency.

## Ongoing work/Payments

Sessions last for 50 minutes and are charged at the agreed rate.

NOTE prices are subject to annual review and increase.

**Payment is due day of the session.**

A reminder of the appointment's time and location is sent the day before the session.

Late Payment: a reminder is sent 24hrs after the session, and then an overdue reminder is sent each day if payment is not received.

**Payment options;**

Ideally, payment **BEFORE** each session, card payment is available on the day of the session if you forget.

## Online bank transfer

Name: Stephen R Rose

Sort code: 04-00-05

Account Number: 43723938

**PAYPAL** : link on my website and on appointment reminders.

**Cash**: Accepted

We may agree on a number of sessions for ongoing work and the pace for this work, normally weekly on a protected time and day that is mutually suitable.

## Your responsibilities as a client

Your responsibilities:

- To keep appointments or to give at least 3 days' advance notice when you need to cancel or reschedule.
- Should you arrive late for a session, or decide to end a session before the scheduled time our agreed time limits will remain.
- To communicate any changes in circumstances that might impact your therapy.
- 1. Sobriety Requirement:

For your safety and to ensure the effectiveness of therapy, clients are expected to attend sessions free from the influence of drugs, alcohol, or any other mind-altering substances (except as legally prescribed and disclosed to the therapist).

This includes during the session where the partaking of substances will not be tolerated. NOTE: For the removal of any potential misuse, the partaking of smoking or drinking is not recommended (except for medical conditions that are to be discussed in full prior).

- 2. Therapist's Right to Cancel Session:

If, in the therapist's professional judgment, the client appears to be under the influence of drugs or alcohol, the therapist reserves the right to:

- o Cancel the session immediately.
- o Charge the full session fee.
- o Reschedule the session once the client is sober.

- 3. Safety & Clinical Considerations:

Therapy requires clear communication and emotional presence. Substance impairment may hinder progress, pose safety risks, or compromise the therapeutic relationship. Repeated instances may result in a referral to a substance abuse specialist or termination of services.

- 4. Emergency Situations:

If the client is in acute distress or danger due to substance use, the therapist may take necessary steps to ensure their safety, including contacting emergency services or a designated emergency contact.

## **Complaints Procedure**

My aim is to provide you with the highest quality of counselling service, which includes a safe and competent practice. I am here to help you to help yourself to the best of my ability.

If you have any concerns about the counselling and feel unable to resolve them directly with me or my supervisor, I will facilitate you to make a complaint to the BACP.