

# COUNSELLING CONTRACT

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Gerard Dunning Counselling (2024)

GerardDunning.com | ABN: 44 307 959 263

## Counselling Approach – Person Centred

We believe that our clients have the desire and the capacity to grow towards fulfilling their true potential, and that they are the experts on their own lives. Therefore, I will not give you direct advice or offer solutions, but will work with you to help you understand yourself more fully and to find your own inner resources. With greater self-awareness, confidence and trust in yourself, we hope that you will be able to make constructive changes, leading to a more satisfying and meaningful life.

## Confidentiality

Everything you share with me in the course of our work together will be treated as highly confidential. However, there are a few circumstances in which I may be required to break confidentiality:

- If I consider you to be at risk of seriously harming yourself or someone else
- If your counselling records have been requested by a court of law
- In professional debriefing with our assigned Supervisor
- If another party or agency has requested your information, and you have agreed and provided your written consent to this

It is strongly recommended that all devices capable of location tracking and/or audio recording be switched off or not brought to Counselling sessions. Likewise, for remote sessions via Phone or Video, please take care to secure your environment and make it free from interruption, distractions or disturbances.

## Sessions

Our initial contract will run for 6 sessions, after which we will review the counselling process and negotiate further sessions as appropriate. Normally we will meet on a weekly basis at a regular time. The duration of a counselling session is 1 hour for in-person. Video or Phone sessions can be requested.

## Payments/ Cancellations

See On-Line Session Booking [GerardDunning.com/counsel](http://GerardDunning.com/counsel) for current rates.

Payment will be taken at the beginning of each session, or paid in advance and may be made by cash, EFTPOS, or Credit Card. Late cancellation fees are payable as follows:

- 0-24 hours' notice - full session fee payable.
- 24-48 hours' notice - 50% of session fee is payable.

## Record Keeping

I will take notes during or after each session to help me keep track of our progress together. Some note taking may also include an audio record of our session. This will only be taken with your agreement to do so.

All notes will be stored in a private and secure digital location and may be viewed by you if you so wish. Your counselling records will be kept by the service for a period of seven (7) years from the date of your last contact with the service. This is a legal requirement.

## Email/ Telephone Contact

Email or telephone contact will be limited to practical arrangements only. I will not enter into telephone or email counselling except by prior arrangement.

If you are faced with an emergency in between sessions, please contact the appropriate emergency service (see overleaf). In a life threatening situation, call 000 without delay.

## Ending Counselling

Normally, the end of counselling would be by mutual prior agreement. However, you have the right to end your counselling at any time. I would appreciate you letting me know if you decide not to return to counselling, giving at least 48 hours notice. If at any time I feel that our counselling is no longer appropriate for you, I will discuss this with you and may suggest discontinuation or a referral to a more appropriate service.

# Contact

Email: [Gerard@GerardDunning.com](mailto:Gerard@GerardDunning.com)

Phone: 0412 304437

Web: [GerardDunning.com/counsel](http://GerardDunning.com/counsel)

Please provide your details for our records:

Client Name: \_\_\_\_\_

Client Phone: \_\_\_\_\_

Client EMail: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Medical Contact Details: \_\_\_\_\_

Emergency Medical Information: \_\_\_\_\_

\_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counsellor Name: \_\_\_\_\_

Counsellor signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Free 24/7 Mental Wellbeing Resources

If there's an immediate risk of harm to yourself or others, please call 000 (Triple Zero)

Are you worried about your own or someone else's mental health? This may be due to:

- changes to mood that worry you or others
- significant changes to personal hygiene or motivation
- difficulties concentrating
- getting confused about what is real and what is not
- behaviour like laughing or smiling at something others can't see or hear
- feelings of panic, like something bad is about to happen
- intense anxiety
- thoughts or actions of hurting yourself or ending your life
- thoughts of harming someone else

NSW Mental Health Line	1800 011 511	
Beyond Blue	1300 224 636	<a href="https://beyondblue.org.au">beyondblue.org.au</a>
Mens Line Australia	1300 789 978	<a href="https://mensline.org.au">mensline.org.au</a>

For children and young people aged 5 to 25

Kids Helpline	1800 551 800	<a href="https://kidshelpline.com.au">kidshelpline.com.au</a>
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Talk with an Aboriginal or Torres Strait Islander Crisis Supporter

13YARN	13 92 76	<a href="https://13yarn.org.au">13yarn.org.au</a>
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Experiencing emotional distress such as:

- feeling suicidal
- having a difficult time
- struggling with drugs or alcohol
- experiencing trauma
- worried about someone

Lifeline Australia	13 11 14	<a href="https://lifeline.org.au">lifeline.org.au</a>
Suicide Call Back Service	1300 659 467	<a href="https://suicidecallbackservice.org.au">suicidecallbackservice.org.au</a>

For more services visit [gerarddunning.com/counsel](https://gerarddunning.com/counsel) and tap the Immediate Help button.