

# DUBLIN COUNSELLING SERVICE - STATEMENT OF UNDERSTANDING

## DURATION OF SESSION

The duration of each therapy session is 50 minutes.

*(Please note that lateness cannot be made up for at the end of the appointment time).*

## PAYMENT OF FEE

The fee is **€70 individuals / €90 couples** payable at the end of each session.

## CANCELLATION / CHANGE OF APPOINTMENTS

**A minimum of 48 hours notice is required to cancel a session.** Missed appointments with less than 48 hours notice will be charged at the agreed session rate as this does not leave sufficient time to offer the appointment to someone on the waiting list. The cancellation fee may only be waived in the event of a family bereavement or a crisis and not for general ill health or work commitments. *(Please note that it may not be possible to hold a session slot open if you miss a scheduled appointment without giving notice, or cancel sessions repeatedly).*

## COMMITMENT TO THE PROCESS

**Sessions take place on a weekly basis.** Having made the decision to attend therapy it is important that you develop a routine of attending regular sessions. This is because, when you are dealing with personal issues, consistency in attendance will help you to process the issues you've come to explore and to achieve your therapeutic goals. A decision to end therapy is best discussed in advance with your therapist.

## CONFIDENTIALITY

**Your therapy is strictly confidential** except where your life or the safety of others is threatened; where there are child protection concerns; or where any legal process supersedes the counselling arrangement. In these circumstances your counsellor will explain the procedures to you. Our counsellors are mandated reporters under the *Children First Act (2015)* and are compliant with the *General Data Protection Regulation (GDPR)*. They also adhere to the *Codes of Ethics & Practice* of their professional Accrediting bodies for counselling and psychotherapy in Ireland.

If you are under medical supervision your permission may be requested to contact your doctor, however, no information about your counselling will be shared with any third party without your express consent. *(Note: Accredited counsellors and psychotherapists are required to attend regular supervision, but this does not involve revealing the identity of clients and is solely for the purpose of maintaining the highest professional standards.)*

For full details of the *Codes of Ethics, Privacy Policy* and the *Children First Act (2015)* please refer to our website <http://www.dublincounsellingsservice.ie/code-ethics-counsellors-psychotherapists/>

I confirm I have read and understand this agreement:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_