***Information Sheet for Adult Individual Electronic Counselling***

**Note: This is additional to the Main Counselling Contract -** Online and Telephone:

Please do not record the sessions. If for any reason you want to, then feel free to ask first.

It is important to be in a room where you feel comfortable and are not going to be overheard. Subconsciously you may not feel able to be fully open in the session if there are others within hearing distance, so please be aware of this.

I cannot absolutely guarantee that our session will be completely secure and not unknowingly accessed by a third person. However, Microsoft TEAMS is widely used and recommended by therapists offering online support and is accepted as one of the most secure. I will send you the TEAMS invite at least 48 hours before our session.

We will use Microsoft TEAMS as the main method to have our sessions online. This is known as more secure than other platforms with end-to-end encryption and a waiting room, however I will be keeping Zoom as the second choice if we are unable to connect via TEAMS.

Please wear suitable clothing if we are meeting online, as you would if we were meeting face to face.

Please bring a drink and tissues. And if you wish to do any art, please bring some paper, a pen, or other materials.

Please turn off your phone, computer, or other electronic devices that can cause distraction, TV, radio, console, etc. As you would in our session together, please be comfortable and minimise distractions.

Where possible and if you feel comfortable to, please turn off any ‘listening devises’. E.g. Alexa, Siri, apple watch, echo dot, etc.

You are to be alone in the room. Please make sure there are no interruptions. If this means we need to change the time or day of our sessions, then please let me know and we will do what we can to accommodate this.

As standard, please do not drink alcohol, or engage in drug use. I have the right to conclude any session if I feel you are under the influence.

Please be mindful of your location regarding reception and the Wi-Fi connection. If we are disconnected, then please be patient. I will contact you back. Where possible please show the door/access to the room, behind you: this is to ensure you are alone and not in a vulnerable situation or being coerced. The choice, however, is of course yours.

I will naturally remind you when it is coming to the end of our session. I request that you end our video call and for your privacy, close any pages that relate to our session. Where possible, please allow yourself to engage in something you find pleasurable for 5-10 minutes before you return to the ‘offline world’. Just to give you some additional reflection time.

Please wear headphones where possible to give you ability to have your hands and arms free. This is especially important if you are not home alone.

You are free to choose where you speak to me, whether this is in the home or outside, but please be mindful that you do have some privacy, as I’m afraid I cannot take responsibility of you are overheard while in a public place. I want you to feel comfortable and free to talk openly.

Please be aware that if you are accessing counselling from another country, then the legislation and guidance will relate to UK

I highly advise that you create a FREE ProtonMail email address for communications with me, especially if you decide to explore email counselling. It is highly secure and encrypted and so will then provide us with end-to-end encryption on our communication.

I understand it can be difficult to see yourself on camera, of course I would prefer to see you so I judge my responses accordingly, however, if you would like to turn off your camera and to build up to seeing each other, please do let me know, I am happy to adapt to your needs.

***This form is for your information. If you do not agree with any of the content or have any questions, please contact me straight away. If I do not hear from you then this will be deemed as acceptance of the information above.***