Counselling agreement

Rename this agreement to suit you. Replace everything in [square brackets] with your own details, and delete any clause you don't use.

Last reviewed: 8 October 2026

This guide gives general information for counsellors and psychotherapists working in the UK, with pointers for other countries. It isn't legal advice. Law and professional guidance change, so check your professional body's current guidance, and take advice from a qualified adviser about your own contract.

This template is an example to adapt, not wording that's guaranteed to meet every requirement for your practice.

Between: [Your name], [professional body membership/registration], [contact details]

And: [Client name], [contact details]

Start date: [date]

1. Our sessions. Sessions last [length] and take place [weekly / fortnightly / other] at [location / on platform]. We'll review our work every [number] sessions.

2. Fees and payment. Each session costs [your fee] [your currency]. Payment is due [when] by [methods]. I'll give [notice period] notice of any fee change.

3. Cancellations and missed sessions. Please give at least [notice period you choose] if you need to cancel or rearrange. For late cancellations or missed sessions, [your policy]. I'll give you as much notice as possible if I need to cancel, and [what happens to your fee in that case].

4. Confidentiality. What you tell me is confidential, except where: I believe you or someone else is at serious risk of harm; there's a safeguarding concern; the law requires me to share information; or a court orders it. Where possible and safe, I'll talk to you first.

5. Supervision. I discuss my work with a supervisor, without sharing details that identify you.

6. Records and data protection. I keep brief session notes, stored securely [how]. I keep them for [period] after our work ends. My privacy notice [link or attached] explains what I hold, why, and your rights, including your right to see your records.

7. Online and phone sessions [delete if not used]**.** We'll use [platform]. Please join from a private space. If the connection drops, I'll [plan]. Neither of us will record sessions without agreement.

8. Contact between sessions. Contact me by [method] about appointments. I reply within [time]. I don't offer a crisis service. In an emergency, contact [emergency number / GP / crisis line].

9. Ending our work. Either of us can end our work. Where possible, we'll agree a final session.

10. Complaints. Please raise concerns with me first. If we can't resolve them, contact [professional body and link].

11. If I'm suddenly unable to work [optional]**.** If I'm suddenly unable to work, [named colleague] will contact you.

Agreed by:

Client name: _____

Client signature: _____ Date: _____

Practitioner name: _____

Practitioner signature: _____ Date: _____