



COUNSELLING PRACTICE INFORMATION & AGREEMENT

Confidentiality

During the consultation I, Cecilia Tankey, will collect from you and record personal information that is relevant to your current situation. This information is strictly confidential and is kept securely in electronic format. Files are retained for a period of 7 years from the time of the last service. If the client is a minor, the record period is extended until the day the child would turn 25 years.

Confidentiality is strictly maintained except when:

- There is a threat of serious harm to yourself or others
- There is suspected physical or sexual abuse and/or neglect of children or elders
- There is court subpoenaed material or legally required disclosure of information
- Prior approval has been obtained to liaise with another professional, medical doctor or agency
- Written consent from a legal guardian to liaise with other services if the client is under 16 years of age

Safety

I am registered as an Accredited Mental Health Social Worker and I completed Postgraduate studies in Holistic Counselling and Psychotherapy. I uphold the ethics and responsibilities of my professional bodies: AASW and PACFA. I have a current Working with Children's Check. As part of my counselling practice and professional obligations, I consult a professional supervisor for guidance and support. I use only the client's first name in discussion, and only relevant clinical information is discussed. I maintain confidentiality and respect for the client at all times.

Counselling Style

My counselling is warm and compassionate. I follow your own process as the client, and I walk beside you providing guidance. Sometimes it is my job to gently challenge you, to help you move past any roadblocks you might be encountering. This helps you to find new perspectives and challenge unhelpful beliefs. It is ok to tell me 'no' if something feels uncomfortable. The counselling journey is rewarding and healing, and it also has the potential to touch upon your deeper emotional experiences, and this can cause distress to some individuals if they are not ready to encounter this. *If for any reason you do not wish to go into more disturbing emotional material please discuss this with me before we commence.*

Community Engagement

I both live and work in the local West Footscray area, and it is not unusual to see clients in the community occasionally. Please advise me if you have any concerns about this.

Fees and Payment

The standard 55 minute consultation fee is \$140. For couples and family therapy the fee is \$170. If you have a referral from a doctor, you will receive Medicare rebate of \$75.95 per session for up to 6 sessions (and a further 4 sessions possible) per calendar year. My services also includes assessment and court report writing and statutory declaration by a Mental Health Social Worker, with services at a fee of \$200 per page. Payment for services is to be made at the end of the consultation.

**At least 24 hours of notice must be given for cancelling or you will be charged the full fee.
Please feel free to discuss with me any concerns you have regarding the above.**