



Psychotherapy Agreement

Aim of Psychotherapy:

It is my aim to provide you with a meaningful opportunity to explore your personal and relational issues in a safe environment. I aim to facilitate, support and guide you without judgement or prejudice. If at any time I feel I can no longer help you, I will offer to refer you to someone else. I will support any desire on your part to seek an alternative therapist and will assist you through this process.

Confidentiality:

To ensure open exploration of the concerns which have brought you to therapy, I maintain confidentiality in accordance with the United Kingdom Council for Psychotherapy (UKCP) Ethical Principles and Code of Professional Conduct. Under the same UKCP Code of Ethics, I will keep client records which will be in accordance with the Data Protection Act of 1998. I receive regular supervision in accordance with the UKCP Code of Ethics and my supervisors abide by the same standards, which covers any information I may need to share. Your identity will not be revealed unless this is required as outlined in the **Exceptions to Confidentiality** below.

Exceptions to Confidentiality:

If at any time I feel that you or anyone else is in danger / at risk of harm, I will endeavour to discuss my decision for breaking confidentiality with you. There may be occasions when I will have to pass on information to the relevant authorities in cases where human safety is concerned including the following instances:

1. If you threaten to cause harm to another person;
2. If I/we believe a child or vulnerable/protected adult is at risk of harm or abuse;
3. If the courts or authorities instruct me to give information;
4. If you share information about a proposed act of terrorism or other illegal act or crime – either past, current or proposed.

I retain the right to break confidentiality without prior consultation with you, should I consider that the urgency of the situation requires me to act immediately in order to safeguard the physical safety of yourself and/or others. In certain cases, you, the client, may request that I, the therapist, share information concerning you. In these cases, I require written permission from you before I can carry out your request.

Sessions:

Sessions last approximately 50 minutes and are weekly. Sessions are expected to begin at the agreed time. Any session that begins after this time, due to late client arrival, cannot be extended beyond the agreed end-time. If you do not arrive or call within 15 minutes of a booked session, I will contact you by text message. If the session has not commenced half an hour after the agreed start time, this will be considered a cancellation and I will not be available for the remainder of the session. The missed session will be charged at full rate.

Cancellations:

If for any reason I have to cancel a booked session, I will aim to provide you with at least 48 hours' notice, and you will not be charged for the session. Where possible, I will try to offer you an alternative date & time. If for any reason you need to cancel a booked session, please give me at least 48 hours' notice. In instances where you give no or insufficient notice, the full fee will be charged for the missed session. In the event of a serious accident or emergency, please put your wellbeing first and notify me at your earliest convenience, or I will follow up with you within 24 to 48 hours of your missed appointment.

Contact between sessions:

If you need to contact me between sessions, I am generally available for contact between 9am and 7pm from Monday to Friday. I will not always be able to respond immediately but all messages will be responded to, as time permits between sessions, within these hours. I am not a 24hr crisis or emergency service. If you need to speak to someone urgently, or outside of my hours, please contact your GP, NHS Direct on 0845 46 47 or the Samaritans on 08457 90 90 90.

Holidays:

I will give you a minimum of 3 weeks' notice of any planned holiday dates when I will be unavailable. I require (where possible) at least 2 weeks' notice from you in respect of any holidays you are taking where you will be unavailable for sessions.

Number of Sessions:

I ask that you to commit to 8 sessions before realistically evaluating the effectiveness of therapy. After this, the contract can be reviewed, renewed and re-signed. General reviews will occur as we proceed with therapy and these may include changes in dates and times or frequency of sessions. I fully understand that your life circumstances may suddenly change for reasons beyond your control. You may want or need to discontinue therapy with me. Whatever the reason, I respect your decision but ask that you give two weeks' notice (if possible) so that we are able to discuss your decision and if agreed, bring your therapeutic journey to a planned, safe & meaningful conclusion.

Session Fees:

Session fees are £30 per 50 minute session (*rates are correct as at 1st April 2017*). Any changes apply to new or renewed contracts and will be clearly communicated to you in advance.

Method of Payment:

Payment may be made by cash at the conclusion of each session. Alternatively, sessions can be prepaid via PayPal or BACS.

Complaints:

Should you wish to make a complaint about the service I have provided, please discuss your concerns with me in the first instance. I have a formal process in place for such complaints and I am happy to explain & discuss this with you at any time. Please ask me for more details.