

## Client, Psychotherapist Contract

- Psychotherapy sessions will be held once a week at the agreed day and time.

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- Therapy Sessions: Sessions last 50mins and always start at the agreed time. If the client arrives late, the session will still finish after the agreed start time.
- Fees: Please note the following fee has been agreed to be paid for each session.

£ \_\_\_\_\_

- Payment: Payment is made prior to, or at the beginning of session and can be made using bank transfer or cash.
- Clinical Registration & Duty of Care: I am a registered member of the Health and Care Professions Council (HCPC); therefore sessions follow HCPC guidelines on confidentiality, health & safety, risk assessment and safeguarding.
- GP & Next of Kin: Please note I will require your GP and next of kin details in line with the above HCPC guidelines.
- Confidentiality: Therapist notes from session, as well as any artwork created or recordings made will be stored securely and in accordance with all laws concerning the protection of personal data, including the Data Protection Act 1998 and the General Data Protection Regulation 2018. From time to time, I will discuss our work with a Clinical Supervisor which is standard practice for all psychotherapists at all levels of experience.
- Exceptions to Confidentiality: Breaks in confidentiality only occur if a) I believe the client to be at risk of harming the self or others, in which case information is shared with other professionals, or b) if required by a court of law to give evidence. If there were ever a scenario requiring a breach of confidentiality, I would always endeavour to discuss that decision with you in advance.
- Cancellations: If unable to attend session please give as much notice as possible and I will try and reallocate the session in the same week, either by face, internet, or telephone, although please note this is not always possible. All client cancellations are charged at the usual rate regardless of life event unless a weeks' notice is given. Ongoing therapy means that your regular appointment is a space reserved for you which if cancelled means I will be unable to fill. If clients miss three consecutive sessions, then the agreed weekly slot is lost.
- Holidays: Sessions missed due to bank holidays or agreed pre-planned holidays will not be charged for. Please give at least two weeks' notice of any planned holidays.
- Therapist cancellations: Sessions cancelled by the therapist will not be charged for and as much notice as possible will be given. A minimum of three weeks' notice of any planned holidays of the therapist will be given to the client.
- Endings: A four week notice period is recommended to allow the client and therapist to reach a satisfactory conclusion to the therapy. Clients can however end their therapy at any time but need to inform the therapist as soon as possible.
- Contact Between Sessions: Out of hours contact cannot be guaranteed either by phone or email and if clients require a response prior to the next booked session this needs to be stated clearly in any correspondence.
- Sobriety: Clients need to be free from the influence of alcohol or other substances when in session (please note this does not include prescribed medication from a GP)

I agree to abide by this Contract for the agreed duration of the therapy.

Client Name: .....

Client Signature:.....

Date:.....

Client tel #: .....

Client address: .....

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GP name, address & tel #: .....

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Next of Kin name and relationship to client: .....

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Next of Kin contact details: .....

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Therapist Name:.....

Therapist Signature:.....