

Working Agreement

A warm hello

The therapeutic relationship is based on trust and mutual respect, guided by your process. Just as each person is unique, so too is their therapeutic process and how we may work together. Some of this sounds a little formal but it is here to serve as a useful framework and clarity for us both. You are welcome to discuss any of the points on here with me before starting our sessions or if matters arise during our work together.

The Therapy Agreement

Please read through this carefully as it provides information about the practical side of coming to therapy. Upon your signature (or by attending the sessions), the document will constitute a binding agreement between us for the duration of our work together.

Therapy can be an active process and it's not just talking about your problems and feelings. I will work with you with an aim to help you move towards the sort of life you want to live. This may involve learning skills to handle difficult thoughts and feelings more effectively, so they have less impact and influence over you.

Therapy also involves clarifying your values: finding out what matters to you, what you want to stand for in life, what strengths and qualities you want to develop, how you want to treat yourself and others. It also involves taking action to solve your problems, and doing things that make life better.

Confidentiality, supervision and record keeping

Therapy often involves the disclosure of sensitive and personal information, so confidentiality is paramount. All client information is confidential, except by agreement, or in exceptional cases of emergency, in which case I would do my best to speak to you about it first. See my Privacy Policy for more information.

All therapists are required by their profession to have regular supervision sessions where they discuss aspects of their clinical work. Individual identities are not revealed during these sessions and supervision itself is confidential between therapist and supervisor.

I may find it useful to keep some notes on your sessions. These tend to be brief and help to keep track of topics covered in therapy. Notes are kept in a locked cabinet or in

password protected documents on my computer in accordance with the data protection act and GDPR. As part of professional good practice, I need the name and address of your General Practitioner.

The Therapy process

Therapy sessions typically run for 50 mins and take place on a weekly basis although this can be varied depending on your need. Once you begin therapy, a regular commitment is established.

I will provide you with advance notice of any planned breaks. Similarly, I request that you inform me as early as possible if you plan to take a break from our sessions. For holidays I need at least one week's notice. If I am unable to attend or away during a scheduled session, you will not be charged for that session.

If you need to miss a large number of sessions for any reason, or want to take larger breaks from therapy, we will need to discuss if I am able to keep the time slot for you. Depending on the circumstances, I will do my best to accommodate if I can. If there are consistent gaps between sessions I will suggest we would need to discuss the process.

During the period of the therapeutic relationship, it is important that we review the process regularly. The contract may last from 6 weeks to 1 year or be agreed as open-ended. I would like to have two weeks' notice so that we can discuss and come to an appropriate ending. My contract terms may be amended from time to time. In this case, I aim to give good notice and time for discussion.

Payment of fees for counselling sessions

My fee is currently £60 in Folkestone and £75 in London per 50 minute session. These fees were last updated in June 2024. I charge £80-£100 for a 1-2-1 Pessu Boyden 'structure' (up to 80 min). Increases in my fees will occur when necessary, not more than once annually and notice of three months will be given to clients impacted.

We will establish a weekly fee at the beginning of our contract. Payment is due at or before each session and can be made in cash, or by bank transfer. If you prefer to pay through BACs or standing order, the fees must be transferred to my account before the start of each session.

Payment is due for any cancelled sessions or sessions you miss without one week notice. If there is an outstanding fee payment, no further sessions can be booked until the outstanding balance has been settled.

If you arrive for a session under the influence of non-prescribed drugs or alcohol, I reserve the right to cancel the session. The fee for the session will still apply in these circumstances.

Professional Information

I am a fully qualified Psychotherapist. I have dual training in Contemporary Psychotherapy and in Pesso Boyden System Psychomotor Psychotherapy (PBSP).

I am registered with the UK Council for Psychotherapy (UKCP) and BACP and am a member of the Community for Contemporary Psychotherapy. I adhere to the BACP and UKCP Code of Ethics and Professional Conduct, and links to these are available on request. I carry professional liability insurance cover which includes my counselling practice. I aim to provide a service which is anti discriminatory in nature and endeavour to ensure this commitment is reflected in the counselling process.

Contact Outside of Therapy

My telephone number and email address are provided for cancellations or changes to our appointments. Communicating outside agreed counselling sessions to be limited to making, changing or cancelling an appointment unless by prior agreement between us. Please note that my telephone is not continuously staffed, and messages will be checked irregularly during my working days.

I will respond to your messages as promptly as possible. However, in case of emergencies or if you feel suicidal, it is important to contact the emergency services or The Samaritans at 116 123. If you have concerns about emergencies, please discuss them with me.

I do not initiate or accept social networking friend requests from clients to maintain the confidentiality and therapeutic nature of our counselling relationship. On social media platforms, I may maintain a public professional account separate from a more anonymous one where I share personal information, pictures, interests, and political beliefs. If we become engaged in a therapeutic relationship and are connected on social

media, we will cease to be connected on the platform. However, you can still see my professional posts by following my professional account.

If we are acquaintances, including social media friends, but don't know each other well, it may be possible to work together as therapist and client. We will discuss any prior interaction and its implications for our professional relationship.

If we meet outside the session, I will wait for you to acknowledge me first. If you are comfortable with acknowledging me then I will be happy to say hello. If not I will respect confidentiality. If any contact outside the session is causing/causes any concern I would ask that you immediately bring it to the next session.

Acknowledgment and Consent

By attending your sessions you are acknowledging that:
You understand and agree to abide by the policies detailed in this agreement;
We have discussed and clarified any questions you may have about this document.

This counselling agreement will be periodically reviewed, and you will be informed of any updates.