

# Counselling & Psychotherapy Agreement

This agreement outlines the professional framework for our work together and is intended to support clarity, safety and consistency within the therapeutic relationship.

Please read this document carefully before beginning ongoing therapy. We will have space to discuss any questions you may have during the initial consultation.

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## Therapeutic Framework

### Sessions

- Individual sessions last 50 minutes.
- Sessions usually take place weekly at the same agreed time.
- Therapy may be offered online or in person depending on circumstances and agreement.
- Regular attendance and consistency are important parts of the therapeutic process.

The therapeutic relationship works best when sessions are attended reliably and with commitment to the agreed process.

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## Fees & Payment

### Fees

Current fees are discussed and agreed before ongoing work begins.

### Payment

- Payment is due by bank transfer prior to or on the day of the session unless otherwise agreed.
- Payment details will be provided separately.

If payment difficulties arise, please discuss this as early as possible.

Fees may be reviewed periodically with reasonable notice provided.

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## **Cancellation Policy**

If you need to cancel or reschedule a session, please provide at least 48 hours' notice.

- Sessions cancelled with less than 48 hours' notice are usually charged in full.
- Missed sessions without notice are charged in full.
- Planned holidays or breaks should be discussed in advance where possible.

This policy exists to maintain consistency, professional boundaries and the viability of the practice.

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## **Confidentiality**

Confidentiality is a central part of psychotherapy.

Everything discussed in sessions is treated confidentially, with the following legal and ethical exceptions:

- where there is serious risk of harm to yourself or others
- where safeguarding concerns arise involving children or vulnerable adults
- where disclosure is required by law or court order

As part of ethical practice, client work is discussed anonymously within regular clinical supervision in accordance with BACP ethical guidelines.

Reasonable care is taken to protect your personal information and maintain confidentiality in line with UK GDPR and professional requirements.

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## **Contact Between Sessions**

Therapy takes place primarily within scheduled sessions.

Email or phone contact between sessions should generally be limited to:

- arranging appointments
- cancellations
- practical matters

Please note:

- Email is not a fully secure form of communication.
  - Therapeutic work is generally not conducted via email or text message.
  - Responses may not be immediate.
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## **Emergencies & Crisis Support**

I do not provide an emergency or crisis service and may not be available outside agreed session times.

If you are experiencing immediate distress, feel unable to keep yourself safe, or require urgent support, please contact:

- Emergency Services: 999
- NHS 111
- Your GP
- Your local mental health crisis team
- Samaritans: 116 123

Therapy is not a substitute for emergency psychiatric or medical care.

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## **Professional Boundaries**

Professional boundaries are important in creating a safe and consistent therapeutic relationship.

This includes:

- maintaining agreed session times and fees
- limiting contact outside sessions
- keeping the relationship focused on therapeutic work
- avoiding dual or conflicting relationships where possible

Social relationships, business arrangements or other overlapping roles outside therapy are generally not appropriate within the therapeutic relationship.

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## **Online Therapy**

For online sessions:

- Please ensure you are in a private and confidential space where you will not be interrupted.
- A stable internet connection and suitable device are required.
- In the event of technical disruption, we will attempt to reconnect or make alternative arrangements.

While reasonable care is taken to use secure platforms, online communication can never be guaranteed completely secure.

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## Ending Therapy

Therapy may end by mutual agreement at any stage.

Where possible, it is helpful to bring the work to a thoughtful and planned ending rather than stopping abruptly. Ending sessions can provide important space for reflection, integration and closure.

If I believe your needs fall outside my scope of practice or another form of support may be more appropriate, this will be discussed openly and referrals or signposting may be offered where possible.

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## Scope of Practice

I am currently in professional psychotherapy training and work under regular clinical supervision in accordance with BACP ethical guidelines.

My work is informed by depth-oriented and relational approaches to psychotherapy. I do not provide psychiatric diagnosis, medical treatment or emergency mental health services.

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## Agreement

By signing below, you confirm that:

- you have read and understood this agreement
- you have had opportunity to ask questions
- you agree to the therapeutic framework outlined above

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Client Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Therapist Signature: \_\_\_\_\_

Date: \_\_\_\_\_