

# PSYCHOTHERAPY CONTRACT



## Who I am

I have a Post Graduate Diploma in Integrative Psychotherapy and am now completing an MSc in Integrative Psychotherapy at the Sherwood Psychotherapy Training Institute (SPTI). In addition to my formal training I was a listening volunteer at Samaritans between 2010 and 2017.

## Sessions

Sessions last 50 minutes. If you arrive late, I will not be able to extend your session. Please do not attend the session under the influence of alcohol or drugs.

## Fees

The fee is payable in cash or by bank transfer. If you are unable to attend, please provide at least 48 hours notice. ***You will be charged for the session, whether or not you attend, if you provide less notice.***

## Commitment and ending the work

I ask that you attend consistently; too many breaks will make it difficult for us to engage together in the work.

It is likely you will begin to know when you feel ready to end the work. We will agree and prepare for this together.

## Therapist's availability

I take several weeks holiday a year and occasionally attend conferences and other meetings. I will let you know the dates well in advance. Should I be unable to attend for any other reason, such as illness, I will give you as much notice as possible.

## Confidentiality

The content of our sessions is confidential, within the following limits:

- As good practice I attend supervision. My supervisor(s) is a member of and adheres to the UKCP's Code of Practice.
- I may have to break confidentiality if:
  - o I am instructed to do so by a court of law;
  - o If I believe there is an imminent risk of harm to you or others; and
  - o If you give me permission to do so.

My instinctive and initial position will always be to preserve the confidentiality of our work.

## Recording of sessions and data handling

I adhere to the regulations set out in the General Data Protection Regulations.

With your permission, as part of my ongoing professional development I may record our sessions to improve my work. Recording will be made on my Apple iPhone, which is accessible only to myself. The audio files will then be transferred to a password protected, encrypted memory stick and deleted from my Apple iPhone. All recordings will be deleted after 12 months, if not before.

Brief notes will be taken after a session, which will be securely stored. You can request to see the notes I make at any time.

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## **Ethical code**

I am a Member of the British Association of Counselling and Psychotherapy and adhere to the organisation's Code of Practice. Information on the BACP and its code of practice can be found at [www.bacp.co.uk](http://www.bacp.co.uk).

## **Complaints Procedure**

If you have a concern, please first raise it with me. If you are not happy with my response and would like to escalate the complaint, you may contact the BACP at [www.bacp.co.uk/about-us/protecting-the-public/professional-conduct/professional-conduct-procedure/](http://www.bacp.co.uk/about-us/protecting-the-public/professional-conduct/professional-conduct-procedure/).

Client's name (in capitals):

Therapist: Cathy Connan

Signed:

Signed:

Date:

Date: