

## Professional Contract including Clinical Therapeutic and Supervision

To clarify some of my basic expectations and responsibilities about our one to one contract, I have listed the following points:

- ◆ We shall agree on the dates and times of our meetings and from then on those sessions will be yours. Regularity and continuity are important in effective therapy, as they give a reliable feeling of structure to the process.
- ◆ If you need to cancel an appointment for any reason please let me have as much notice as possible as I may be able to fit you in another time the same week.
- ◆ If you are unable to give me at least 7 days' notice and rescheduling of your appointment is not possible there will be a charge of the full fee for your cancelled appointment.
- ◆ I will ask you to inform me in advance of at least 7 days about your planned breaks.
- ◆ I normally take about 8 weeks per year away from my clinical practice and I will endeavor to inform you in advance about any potential absence. I do not charge when I am absent.
- ◆ Regular sessions are 50 minutes long. If for any reason you should arrive late, we shall stop at the appointed time in any case. I will be ready for you at the appointed time.
- ◆ When you schedule an appointment, you will be financially responsible for it. Fees can be paid weekly by cash or cheque, or in advance by BACS; any method is equally fine with me. I review my fees periodically, usually once a year.
- ◆ Confidentiality is important in therapy. I will not discuss what happens in your sessions, except in a professional manner in the meetings with my supervisor/s, and in the unusual circumstances outlined in the codes of ethics of UKCP and BACP that I subscribe to as their member.
- ◆ I will keep a record of your contact details and your attendance. I have a privacy and protection of data policy that is available on my website [www.gestalttherapists.co.uk](http://www.gestalttherapists.co.uk) and can also be viewed on demand. I will ask you to agree to it and sign below as part of your contracting with me at the beginning of our working together.
- ◆ You are welcome to contact me by phone or email in case of emergency or if you need to change an appointment. As texts and emails are not guaranteed as secure data I will keep this to a minimum. When I am not available you may leave a message on my confidential voicemail.
- ◆ You may feel dissatisfied or want to avoid attending. It is helpful to express this during the session as this is important how you are feeling and how therapy affects you.
- ◆ It is most beneficial for ending therapy to be a mutual agreement rather than a one-sided or impulsive action. If either of us feels it is time to stop therapy, my wish is to have at least one meeting to discuss it. Closing a long-term therapy may need more time to complete.
- ◆ At any time, please feel free to discuss any of the above points or any other procedures you do not understand or feel unhappy about for any reason.

Client's Name (Printed):

Signature:

Date:

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