

# Perceptions

## *Counselling and Psychotherapy*

### **Terms**

By making a second or subsequent appointment with me you agree to the following terms:

#### ***Way of working***

1. The type of counselling or psychotherapy I offer is from a theory base called 'Person-Centred'. It relies on developing a therapeutic relationship based upon equality, trust and mutual respect. Advice is not offered.
2. During each session I offer you my full attention. I will do my best to listen to you and understand your thoughts and feelings from your perspective.
3. I approach each person as an equal and offer respect regardless of age, gender, sexual orientation, religion, ethnicity or cultural background.
4. At the first consultation we will agree your aim(s) and what you wish to achieve in subsequent sessions. This will constitute the majority of our work together.
5. If the work falls outside the scope of my practice, or if I'm unable to work with you for personal or ethical reasons, I will inform you at the first opportunity. I may refer you to other appropriate services or practices.
6. As a Member of the British Association for Counselling and Psychotherapy (BACP) I am bound to work within their 'Ethical Framework for Good Practice in Counselling and Psychotherapy'. Further information can be obtained from the BACP website: [www.bacp.co.uk/ethical\\_framework/](http://www.bacp.co.uk/ethical_framework/)

#### ***Sessions***

1. We may agree to work for a fixed number of sessions or in an open-ended way. I believe it is helpful to review progress every sixth session.
2. It is common to schedule sessions on a weekly basis. However, by mutual agreement, we may agree to see each other more or less frequently.
3. After the first session, each session will last at least 50 minutes.
4. If you arrive late I will make every effort to extend your session for 50 minutes but this may not be possible if other clients have appointments.
5. If you are unable to attend your appointment please make every effort to advise me as early as possible. Likewise, if I am unable to meet with you I will give you as much notice as possible.
6. If you wish to stop seeing me before our agreed ending, please let me know as soon as possible.

#### ***Limits to confidentiality***

1. I am unable to offer absolute confidentiality. Situations may arise where I have a duty to break confidentiality (e.g. disclosure of terrorist activity, matters of child protection).
2. If you threaten to seriously harm yourself or others I may wish to consult with your G.P. or other relevant agency. I will try to seek your permission before I do this.
3. From time to time I may discuss our work in supervision (see over).

## ***Supervision***

1. Like all other qualified counsellors or therapists in the UK I work in supervision. This means meeting on a regular basis with a more experienced practitioner. Supervision ensures I work ethically and within my competence.
2. Your identity will not be disclosed or discussed.

## ***Fees***

1. The consultation (first meeting) is offered free of charge. My current fee for each subsequent session is £40.
2. Fees are due at the beginning of each 50 minute session. Cash, cheques and internet banking payments are accepted.
3. If you miss an agreed appointment or cancel within 1 hour of your appointment, the full fee is payable.
4. No fee is payable for breaks such as holidays etc. providing you advise me in advance.

## ***Personal information***

1. For the purposes of contacting you I will keep a record of your current address(s), telephone number(s) and any email address(s).
2. I routinely ask for the name and address of your G.P. I will only contact your G.P. in situations where I feel your health may be at significant risk and I will try to seek your permission before doing this.
3. Any notes I make are to help me to improve the way I work with you.
4. Personal information and notes are kept securely. They will not be passed to a third party unless I am bound to do so by law.

## ***Contact and appointments***

1. Appointments are available between 9am and 9pm each day.
2. I will normally answer/respond to telephone calls and emails between 9.00am and 10.00pm each day.
3. If I am unavailable to speak to you please leave your name and contact number on my message system. I will always return your call as soon as possible.
4. If I need to contact you and you are not available, to maintain confidentiality, I will only leave a message if you have given me prior permission.
5. If you choose to send an email to me please be aware that the internet is not secure and messages may be intercepted by third parties.
6. I currently do not offer telephone or email counselling as part of my service.