

Terms and conditions

1. Sessions charges start at £70 per session and are due on the day of the session.
2. Assessment will determine if the presenting problem is one that can be alleviated by CBT. If it does not appear that CBT is an appropriate method of therapy, other treatment options may be discussed with you (and your GP if appropriate). We reserve the right to not offer CBT where we do not think it will be effective.
3. we reserve the right not to offer a service where we do not consider that we are equipped or skilled to treat the problem.
4. The normal duration of each session is up to 50 minutes. Sessions may be shorter in duration in some circumstances.
5. If for any reason you are late for a session, if it is less than 15 minutes, we will see you for the duration of the remainder but will be unable to work beyond the allowed time as this will disrupt the clinic for other patients who may be waiting. If you are more than 15 minutes late we reserve the right to cancel the appointment. This may be chargeable.
6. It is understood that sometimes sudden events, such as emergencies, happen, that may make it necessary for patients to cancel their appointment last minute or fail to attend and are unable to provide notification. On these occasions it is at the therapist's discretion if a fee will be charged. In general however, if you fail to give less than 24 hours notice of your intention to cancel or postpone an agreed therapy session we reserve the right to charge a fee.
7. If payments for therapy are not being paid then we reserve the right to terminate therapy.
8. If sessions are missed on a frequent basis, and this is affecting the course of treatment (and therefore affecting how effective therapy can be) we reserve the right to cease therapy. If a session is missed without prior notice, and contact is made to arrange another session, a new appointment will be offered. However, if a further session is missed without notice, or there have been previous late notice cancellations and therapy is being disrupted, we reserve the right to cease therapy. This is to allow other people to access the service.
9. If a session is missed and no contact is made by yourself within 48 hours, we will cease therapy and you may be subject to waiting times if you wish to resume therapy.
10. The cost of therapy includes any written materials we may supply, but excludes the cost of any books that we might suggest you read.
11. In the event that a private health care plan is being used to fund your treatment, therapy will not commence until approval in writing has been received from the private health care organisation or you are able to provide the relevant authorisation code.
12. As part of our code(s) of practice we are required to carry out continuing professional development, and to engage in regular on-going clinical supervision. This is to ensure an ethical and professional service to clients. We may discuss your case in supervision but would not use any identifying details.
13. If we wish to record a session we will ask you first. If you wish to record the sessions yourself you may do so only after our agreement and not in secret.
14. Confidentiality will be maintained within the codes of ethics and legal requirements. Confidentiality does not apply where it would mean that we, as your therapist, might break the law or where withholding information means we would breach the codes of ethics. Confidentiality may be breached if we consider there is a risk you may harm yourself or others. In such exceptional circumstances, where there is concern for your well being or that of others, it may be necessary to seek help outside the therapeutic

relationship. In such an event where we are considering breaching confidentiality, you will normally be consulted first.

15. In the case of a disclosure concerning acts of terrorism, vulnerable adult or child protection issues or drug trafficking, confidentiality will be breached and such disclosures will be passed onto the relevant authority without delay and may not be discussed with you first. Due consideration should be exercised before disclosing anything of a previously unreported criminal nature, as we are obligated to contact relevant authorities.
16. Our therapeutic relationship is a professional one. Contact between sessions should remain minimal and should be reserved for arranging appointments. Due to my limited working hours, I will be unable to respond to any contact made between sessions when I am not at work. Please do not make contact about urgent or emergency matters between sessions. Please contact your GP or emergency services in these situations as they will be able to respond in a much more timely manner.
17. Notes may be taken during and after each session, which will be kept in accordance with the Data Protection Act. These notes will be securely stored via an electronic system using a third party. Notes are retained for 7 years then disposed of securely. They are disclosed to no one (other than the clinical supervisor), unless required under a court of law subpoena. You have the right to inspect your records should you so wish.
18. Endings – CBT can at times be demanding, frustrating, and emotional. You may at times find this process very difficult, and feel the need to end therapy. Your feedback on the process will be asked for and if you feel unhappy with any aspects of the treatment being offered please do try and communicate this verbally. This gives us both the chance to address and resolve engagement issues. In the normal course of events you will probably know when you are ready to finish CBT, and we will agree together on the work we need to do to prepare for this.
19. Please note any threats or acts of violence will invalidate this agreement and CBT will cease. Sessions will not take place if you arrive under the influence of alcohol or non-prescribed medication.
20. You will be notified of any holidays to be taken by ourselves. However, there may also be occasions when sessions may be cancelled because of illness or because of attending training sessions or meetings. We will try to give you as much notice as possible of any cancellation, and will offer an alternative time. Therefore, please notify any change in contact details.
21. If it is not considered appropriate to offer CBT therapy while a client is under the care of another psychological therapist, or planning to begin a piece of therapeutic work with another psychological therapist. If you are under the care of, or planning to start a piece of work with another psychological therapist, please make me aware of this as soon as possible. If we become aware that this is the case, we reserve the right to terminate therapy.