

### 1. Introduction

This document sets out the principles by which we both agree to work as well as capturing primary objectives, expectations and timescales.

The NCH, GHR and BACP 'Codes of Ethics' have been established to promote best practice and ensure that the highest possible standards are maintained in the therapist/client relationship, whatever form that might take.

We both agree to abide by these Code of Ethics. The documents can be found here.

### 2. Confidentiality

All information about the therapeutic relationship will remain strictly confidential except under the following circumstances:

From time to time, I will discuss my work with my therapy supervisor in formal supervision. This is standard practice and helps me with my own professional development.

If I believe you are at risk of harming yourself or others, I may break confidentiality to prevent harm. I can also break confidentiality if there is a Child Protection issue. I will only do this under specific circumstances and will endeavour to discuss this with you before taking any action.

If I am required by law to cooperate with the authorities and or give evidence, eg in criminal proceedings or investigations. This may also include any information I may have about illegal activities such as money laundering or fraud.

If you require me to communicate with a third party about aspects of your therapy, then I require written permission to do so.

It is also important to note that in some situations and for some clients there is a risk in using certain media such as the internet and mobile phones when discussing aspects of individual therapy. If you use these to communicate with me, then I will assume that it is appropriate to continue to do so in my interactions with you.

### 3. Services to be provided

The services to be provided by me are online, face-to-face or telephone-therapy, as agreed jointly with you. The content of the sessions will be determined us together, with me providing guidance and direction on the process including suggestions about techniques, models and methods to be used during and between sessions, appropriate to your needs.

**COVID 19 security** – for any session in person, we shall assess the risks and correct responses and risk mitigations we both need to adopt in line with the current Government Guidance on social distancing, and other hygiene rules or general restrictions on meetings between people in person – as amended from time to time to ensure a safe working and therapeutic environment for us both.

Therapy may be offered in a one-off session, or a series of sessions which will take place regularly. Therapy may be supported by e-mail contact between sessions.

Session records will be maintained as per our agreement and will usually include a brief overview of thorough notes and action plans may be developed by agreement. Records will be confidential but will be used anonymously for the purposes of CPD and supervision.

We will agree actions going forward at the end of each session and review progress as part of each session.

The therapy session will be based on mutual respect. The therapy method is to respond to your needs by questioning, challenging, supporting, as the therapist considers it appropriate, as well as offering evaluative feedback and guidance as appropriate. It is not to impose an agenda on you.

The therapist will not stray into areas where the client might already be working with another professional unless you choose to do so.

#### 4. Therapy Relationship

As a client, you will be responsible for:

- making time for our therapy sessions and being punctual
- preparing for our sessions as we may discuss from time to time.
- Turning off your mobile and not taking or making calls, or other communications during sessions. You will also not take any 'screen grabs' or photographs during the session unless I agree.
- being honest and open in your conversations with me
- being committed to take responsibility for your own well-being where appropriate
- giving me feedback from the therapy session

We further agree that:

- We should respect each other's time and other responsibilities and ensure that we do not impose beyond what is reasonable.
- If at any time you feel that my behaviour or actions are inappropriate or do not comply with the Code of Ethics in Section 1, you will raise this with me in the first instance to enable a mutual resolution to be reached. If, after 30 days from first raising the issue, a satisfactory resolution has not been agreed then you may escalate this as per the Code of Ethics in Section 1.

#### 5. Payment, termination, and cancellation

Our payment, cancellation, and termination arrangements are all set out clearly in our Terms of Business attached and incorporated into this agreement.