Ian Leigh Counselling & Psychotherapy

t: 07950 472632 e: ianleightherapy@gmail.com w: ianleightherapy.co.uk

Therapy Agreement

Duration of sessions: 50 minutes.

Fee: £90 per session

Having discussed your therapy needs at your initial assessment this agreement forms the basis for our working relationship and identifies the extent and limits of my role and responsibilities as a counsellor. Our agreement to work together and the boundaries of our therapeutic relationship (time, fees, professional ethics and so on) can be seen as helping build a safe and supportive environment for our meetings.

Confidentiality: The therapeutic relationship is based in mutual trust and respect. I value and understand the importance of confidentiality and in accordance with BACP guidelines all sessions are confidential. I will not disclose or discuss any information about you unless by prior arrangement or in accordance with BACP guidelines and legal requirements - specifically, threat of harm to self or others, terrorist activities or money laundering.

In order to provide the best possible service and care I retain the right to break confidentiality in exceptional circumstances where I feel you or someone else may be in danger in line with BACP ethical guidelines. Under such circumstances I will, where possible, discuss this with you and explain my concerns before taking any action.

In line with BACP professional requirements I have the support of a supervisor and peer supervision group to discuss my work and your confidentiality will be maintained. I may verbally share, in confidence, some details of our work and discuss these and how I am working with you in the supervision. I will endeavour to keep all identifiable information about you from the content of my supervision work.

I may request your permission to record sessions to support my learning and professional development – you are, of course, free to decline. Recordings will be treated as confidential and will be erased once they are no longer required (normally within 28 days).

I will not share emails and texts we exchange with any other person without you permission. However, emails and texts cannot be guaranteed as secure data so I will keep to a minimum any discussion of our work in emails or texts.

I will regularly delete all texts messages we exchange and will not save these to other media unless you specifically request me to do so.

My professional insurance body requires that I retain client Information (your notes) for up to 7 years after completing the contract of working together. Therefore, I will hold your information securely for a maximum period of 7 years after completion or ending of our work together.

Online Working (Zoom): Where we meet online, our sessions will take place via Zoom. We'll use the same link for every session — I'll share it with you before our first session. Please keep it somewhere you can easily find it.

- Environment and confidentiality: Please ensure you are in a private space where you will not be overheard or interrupted for the duration of our session. Using headphones is recommended. While I will ensure confidentiality at my end, I am unable to guarantee confidentiality in your environment and this remains your responsibility.
- Recording: I will not record our sessions without your explicit consent. Please do not record sessions without my agreement.
- Connection difficulties: If we lose connection during a session, I will attempt to reach you by phone within five minutes. If we are unable to reconnect, I will be in touch to reschedule the remaining time where possible. It is helpful if you have my phone number saved before we meet online.
- Suitability: Online therapy works well for many people, but it is not always the right format for every client or every stage of the work. I may suggest we review whether online working continues to be suitable as our work develops.

Ethical Practice: The context of our work together will be conducted in accordance with the BACP 'Ethical Framework for Good Practice in Counselling and Psychotherapy' (http://www.bacp.co.uk/ethical_framework/ethics.php).

Payment: I prefer payment via bank transfer **48 hours before** we are due to meet – please use your name as the payment reference. I am also happy to take payment in cash at the end of the session. I am unable to accept credit cards payments. I review my fee annually and will give you a minimum of four weeks advance notice of any increases.

Late Arrival: Please arrive on time – neither early nor late. Sessions cannot usually be extended beyond the agreed time.

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Missed sessions: It is important you attend therapy regularly. Please notify me of any sessions you are unable to attend as soon as possible. It is important you attend therapy regularly. Your fee covers the time I dedicate to meet with you whether you attend or not. **Once we have agreed to work together all missed and cancelled sessions are chargeable at the full agreed rate.** I will attempt to reschedule cancelled appointments within the same week but this may not always be possible. I take holidays throughout the year and will attempt to give you ample notice of upcoming brakes. When I am on holiday or on the rare occasions I need to cancel an appointment there will be no charge.

Finishing therapy: Your therapy is open ended and you are free to finish whenever you like. I ask you to let me know at least four sessions in advance when you are thinking of ending and that we discuss what is in your best interests. Endings take time and care, and the longer we have worked together the more time is needed to bring the work to satisfactory completion. Sudden endings are not helpful for you and maybe counterproductive.

Data Protection: Brief notes of each session are kept and stored electronically in accordance with The Data Protection Act 2018, UK General Data Protection Regulation (UK-GDPR), subsequent amendments and the Information Commissioner's Office (ICO) guidelines. I am registered with the ICO.

Personal data is essentially information relating to a human-being, who can be directly or indirectly identified by the use of that data; for example by their name, online identifier such as an email address or by postal address and telephone numbers.

In keeping with the law and guidelines I ask you to give consent to me holding your personal data in the following ways:

- Holding an email copy of your name, email address(es), home address, and telephone numbers
- Holding a copy of your GP's or other healthcare practitioners name, telephone number and address solely for the purpose of contacting them with your knowledge should I become concerned about your wellbeing whilst working with me
- Holding in my email archive any emails from you to me or me to you until we have ended our work together
- I will receive from you and send emails and text messages to you occasionally in the course of our work.
- Where applicable I will hold banking and accounts information on your payments to me for my services.

Your consent agreement

1. I understand and agree to the conditions set out above
2. I understand and agree that you may share verbally details of the issues that I bring to our work together and I agree that you may discuss these matters and how you are working with me in your professional and peer supervision
3. I understand that I have the right to request sight of any information about me kept you as set out in a – e above
4. I understand and agree that I have the right to change or withdraw my consent agreement at any time. I understand that I can do this in hard copy writing, via email or verbally face-to-face
5. I understand and agree that all notes held by you which relate to me will be kept securely for 7 years after completion of our work together or ending of our work together as per the requirements of your professional insurance.
6. I understand and agree that banking and accounts information will be held securely by you for a period of up to 7 years after completion of our work together
7. I agree to this agreement being kept both electronically and/or a hard copy by yourself

There's no need to sign below before we meet — it will only come into effect once we've begun working together.

Name: **Signature:** **Date signed:**

Ian Leigh, MBACP (Registration Number 159783)

professional standards authority accredited register

bacp REGISTERED 159783 Registered Member