

Contract of Services with TherapyandHealer

Purpose of contract: to provide important information on service, safety, privacy and mutual duty.

Your Therapist: Liz Volney.

Qualifications: PG Dip in Integrative Counselling and coaching, CBT Certificate in CBT, Level 2 Reiki.

Registered Bodies: Registered Counsellor and a Member of the British Association for Counselling and Psychotherapy (BACP).

Work standard: I work to the standards of the British Association of Counselling and Psychotherapy's 'Ethical Framework.

Assurance: I hold professional indemnity insurance in all practice areas and also a clean DBS certificate

Appointments: A minimum of 6 sessions is recommended, as progress is better made with repeated and continuous sessions.

Payment Options:

Pay as you go! cash, paypal (therapyandhealer@gmail.com) or via bank transfer.

Please use your first name as a reference and let me know by email or text that you have made the payment. Payments should be made at least 24 hours in advance of sessions to ensure booking. Service only provided on receipt of payment.

Fees: Please see the list for applicable fees.

Attendance:

You will be expected to attend all your sessions, in the same way that I will be expected by you. Failure to attend sessions may jeopardise this agreement and the essential work that we do.

Should there be any reason that you cannot attend, please contact me 24 hours in advance to cancel your appointment.

Sometimes, a client may not want to proceed with sessions because of emotional difficulty, please discuss this or any other reason, so that we could consider steps forward.

Confidentiality:

Anything expressed during our sessions will be treated with utmost respect and confidentiality, except in situations where I am bound by law to disclose information. Some examples are: if you are at serious risk of causing harm to yourself or others, child abuse is disclosed, you share information about proposed act of terrorism. Should there be a legal requirement to breach your confidentiality, I will inform you.

Contract of Services with TherapyandHealer

Safeguarding & Risk:

In situations where it appears that a you or a vulnerable person will be at risk or needs to be safeguarded, I will be dutybound to take necessary steps such as contacting emergency services, support agencies or third parties to help.

Client Instruction forms:

Completing client instruction forms are important as it will provide a guide as to the most suitable type of therapy and important medical information.

Your sessions:

Plan for 1 hour. Counselling sessions last for 50 minutes; the other 10 minutes will be for opening and closing of sessions. Fees are per session not per hour. You should therefore get there on time.

Should you arrive late, a decision will be made as to whether a session could be achieved; you will forfeit payment where advanced notice of lateness is not given.

Sessions are normally weekly but may be fortnightly or at other intervals by agreement – often weekly is best at the beginning as we are getting to know each other and gaining some understanding of the issues.

Time and Location :

At prearranged time as agreed by both parties and at a physical or remote location as agreed by both parties.

Cancellation Policy:

Please give as much notice as possible for cancellations/postponement – by email: therapyandhealer@gmail.com or by text/whatsapp message on +447739923886

Contact outside of sessions:

I will only accept contact outside of the session for practical administrative reasons. Contact should be made by text, Whatsapp message or by email only.

I am available on social media but will not accept personal social networking requests or personal conversations with you through this medium, as it may comprise our counselling relationship.

If we happen to meet outside of our counselling session, please do not be offended, but for professional reasons, as I will not acknowledge you, however, you are welcome to say hello to me if you want to but I will not discuss the content of our sessions.

Contract of Services with TherapyandHealer

Ending our sessions :

The ending of our contract will be agreed mutually between us. However, you are entitled to end the contract at any time. If you decide not to continue with our sessions, you must give 48 hours' notice. You will be invoiced for any unpaid fees.^[1]_{SEP}

Please print and sign (electronic signature acceptable) and date below if you agree to the working points within this agreement

Name: _____

Signature: _____

Date:

****This contract is the property of therapyandhealer.com. Its contents may not be amended. This contract may not be used or copied except with the clear written permission.**