

Vicki McCarthy Therapy – Contract

1. Session Times and Frequency

- 1.1** We will meet once each week (unless agreed otherwise) at an agreed time and day for a 50-minute session.
- 1.2** I recommend an initial minimum of 8 sessions to allow our work to evolve. After that it is easier for you to make an informed decision about whether you wish to continue your counselling. If you continue beyond the first 8 sessions, the period over which we work becomes open ended until we end by agreement.
- 1.3** The agreed time slot for your session will always be available to you for the duration of the contract unless circumstances outside my control or yours make it necessary for us to review it.
- 1.4** If you are late for a session and I have not heard from you, I will be there for you for the duration of the session. I will not work beyond the end of the agreed session, which will end on time.
- 1.5** I require you to inform me with as much notice as possible if you are going to be late or unable to attend a session by phone/text on my mobile 07810817829.

2. Fees

- 2.1** We will agree a weekly fee at the start of our contract. This will be subject to periodic review.
- 2.2** I will give at least one month's notice of any increase.
- 2.3** Payment is due 48 hours before each session, by BACS (unless otherwise agreed, I can also take payments by card or cash if you have in-person therapy). Monthly payment is also possible, please ask me for details.

3: Contact outside of sessions

- 3.1** My telephone number and email address are for use in the case of cancellations or alterations. I will not enter into telephone counselling except in exceptional circumstances and by prior agreement.
- 3.2** My phone and email are not staffed continually, and messages will be picked up on an irregular basis throughout the day. My working days are Monday-Friday.
- 3.3** I will reply to all messages as soon as possible. However, in my absence, should you experience an emergency please contact either the emergency services or if you are feeling suicidal, ring The Samaritans: 116 123. If you feel that this may be an issue, please discuss it with me.
- 3.4** We shall not meet or have contact outside of the Counselling sessions. I will not make it known that I know or recognise you should we meet in a public space.

4: Commitment

At times Counselling can be demanding, frustrating and emotional – just plain difficult – and you may feel reluctant to attend. This can be part of the therapeutic process. I would ask you to make a firm commitment to attend regularly and keep absences to a minimum, especially when that feels difficult for you.

4.1 My Commitment to my clients

Clients need to be able to participate freely as they work with practitioners of the counselling professions towards their desired goals. This requires clients to be able to trust their practitioner with their wellbeing and sensitive personal information. Therefore, as members or registrants of BACP, we take being trustworthy as a serious ethical commitment.

5: Confidentiality and its limits

5.1 The content of our sessions is confidential to you (the client) and to me (the counsellor),

5.2 I have regular clinical supervision, with a qualified professional where I discuss my work in confidence. This is standard practice and helps me to work with you as well as I can.

6: Holidays and Cancellations

6.1 I will give you as much notice as possible of any intended breaks. I ask you to give as much notice as possible of any intended breaks.

6.2 If I am away or unable to attend you will not have to pay for the scheduled session.

6.3 When you start counselling, a regular weekly commitment is established between you (the client) and me (the counsellor). Your session time is secured and will not be given to another client. Any sessions which are missed, will still require payment.

7: Endings

7.1 In the normal course of events you will probably know when you are ready to finish Counselling, and we will agree together on the work we need to do to prepare for this. You may at times find Counselling very difficult, become distressed and feel the need to end. I would invite you to talk to me about these difficulties rather than suddenly end, as an opportunity to resolve important issues may be lost.

Signed (Please add your name below and return to me by email or bring a printed copy of the contract to the session). Email vicki@therapytimetotalk@gmail.com

V McCarthy (Psychotherapist) Date:

..... (client) Date:

Please save a signed copy for your records once you have sent back to me.