My Therapy Contract with You

a) I am registered with the HCPC as a Clinical Psychologist and with the BABCP as a CBT Therapist. These mean I am bound by their Codes of Ethics and Practice. The HCPC code of practice and ethics may be viewed here:   
[*https://www.hcpc-uk.org/aboutregistration/standards/standardsofconductperformanceandethics/*](https://www.hcpc-uk.org/aboutregistration/standards/standardsofconductperformanceandethics/)*.*

 b) The aim of our first session will be to assess the issues/goals you are bringing to therapy and to agree a plan, including the type of therapeutic approach and an estimate of the number of sessions that may be involved.

c) The normal duration of each session is 50 mins, unless we’ve agreed something different. If for any reason you are late for a session, I will see you for the duration of the remainder but will be unable to work beyond the allotted time as this will disrupt the clinic for other clients who may be waiting.

 d) It is understood that sometimes sudden events happen that may make it necessary for you to cancel your appointment last minute or fail to attend if unable to provide notification. In general, if you do not give more than 48 hours’ notice of your intention to cancel or postpone an agreed therapy session, I reserve the right to charge in full for that session.

 e) My intention is to provide you with a safe, secure and reassuring environment; if there is anything you think I can do to improve this, please let me know.

f) If you have self-referred the cost for each session is normally £120 per session.  Payment should be made at the end of each session by cash or in advance by BACS payment - for bank transfer, my Sort Code is 09 01 27, my account number is 00448714.

 g) In the event that a private health care plan is being used to fund your treatment, please provide the relevant authorisation code and let me know if you are subject to an excess on the policy.

 h) As part of my code of practice I carry out continuing professional development and have regular clinical supervision. This is to ensure an ethical and professional service to clients. I may discuss your case in supervision but would not use any identifying details.

 i) If I wish to record a session I will ask your consent first. In the event the session is recorded you may request a copy. If you wish to record the sessions I expect you to agree this with me.

 j) Confidentiality will be maintained within the codes of ethics and legal requirements, particularly the provisions of the General Data Protection Regulations. This means:

1. Notes may be taken during and after each session, which will be kept in accordance with the Data Protection Act (1998).
2. These notes and any electronic reports will be securely stored.
3. They are disclosed to no one, unless required under a court of law subpoena.
4. You have the right to inspect your records should you so wish, and this request will be fulfilled during a therapy session.
5. I retain notes for 6 years from the end of your therapy (consistent with NHS advice for personal records) and then safely dispose of them.
6. Confidentiality may be breached if I 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 I am considering breaching confidentiality, you will normally be consulted first.
7. Confidentiality also does not apply where it would mean that I, as your therapist, would break the law or breach the codes of ethics (eg disclosure concerning acts of terrorism, vulnerable adult or child protection issues or drug trafficking).
8. Due consideration should be exercised before disclosing anything of a previously unreported criminal nature, as I am obligated to contact relevant authorities.
9. If you have been referred by an outside agency, for example a solicitor or insurance company and there is a pending civil court case – for example if you have been injured as a result of a road accident, I draw your attention to the fact that under the Data Protection Act (1988) I may be obliged to supply copies of our therapy records to a requesting appropriate party providing you consent.
10. I have a therapy executor who is able to access my client information in an emergency, for example to be able to contact you on my behalf. That person is Anne McKay (she is also a professional bound under the regulations of the HCPC).

k) Our therapeutic relationship will remain a professional one at all times.

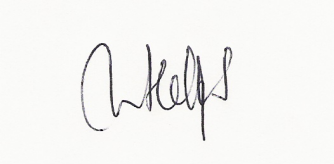
l) Psychological therapy can at times be demanding, frustrating, and emotional. You may find this process difficult, and feel the need to end therapy. Your feedback on the process will be asked for regularly and if you feel unhappy with any aspects of the treatment being offered please do try and let me know. 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, and we will agree together on the work we need to do to prepare for this.

m) I will not suddenly or without warning terminate our contract, except in exceptional circumstances, which would become clear in the course of our work together. This would be fully discussed at that time. Please note any threats or acts of violence will invalidate this agreement and therapy will cease. Sessions will not take place if you arrive under the influence of alcohol or non-prescribed medication.

n) In the event of you being unhappy with the service you receive, please discuss this with me. If you feel unable to do so or do not receive satisfactory resolution, then you have the right to complain as follows: [*http://www.hpc-uk.org/complaints/raiseaconcern/howto/*](http://www.hpc-uk.org/complaints/raiseaconcern/howto/)

**Please do ask me if there is anything that causes concern or you would like clarification of in this document.**

Signed:



**Dr John Helps**

**Clinical Psychologist**

**My Health & Care Professional Council (HCPC) Ref: PYL27058**

**My British Association of Behavioural & Cognitive Psychotherapists (BABCP) Ref: 090527**

**Registered with Information Commission’s Office for data confidentiality: ZA793302**