

Working Together Agreement

Hello,

This document sets out the framework for our work together.
Please read it carefully and let me know if you have any questions.

Online sessions

Sessions take place online once a week and last for 50 minutes.

Before our first session, I will send you a secure link. You can join using a laptop or smartphone, although I recommend a laptop where possible. If our connection is interrupted, we will first try to reconnect online. If this isn't possible, I will call you.

Please join our sessions from a private space where you won't be interrupted or overheard.

Initial and further sessions

Our first session is an opportunity to explore what brings you to therapy, and for you to decide whether working together feels right. If you decide to continue, I usually recommend a minimum of six sessions before deciding whether to continue, as this gives us enough time to begin the work and helps you make an informed decision. If you choose to continue, our work will be open-ended until we agree to end.

Cancellation policy / Holidays

If you need to cancel a session, please let me know as soon as possible. Cancellations made within 48 hours of your appointment will be charged at the full session fee.

I will give you as much notice as possible of any planned breaks. If I need to cancel a session due to unforeseen circumstances, you will not be charged, and I will do my best to offer you an alternative appointment.

Confidentiality and supervision

Everything you share in therapy is confidential. There are, however, circumstances where I'm legally required to break confidentiality. These include a serious risk of harm to yourself or others, disclosure of certain criminal offences (terrorism, child abuse, human or drug trafficking, and money laundering), or if required by a court. Wherever possible, I will discuss this with you first and share only the necessary minimum.

I discuss my work with a clinical supervisor as part of good professional practice, but your identity will not be disclosed.

I am registered with the Information Commissioner's Office and work in accordance with the UK General Data Protection Regulation (GDPR). Please refer to the Privacy Notice on my website for more information on how I collect, use and store your personal details.

Ending therapy

You are free to end therapy at any time. As endings are often an important part of the therapeutic process, I ask that you give me at least two weeks' notice where possible, so we have time to review our work together and bring our sessions to a thoughtful close.

Contact outside of sessions

To protect your confidentiality, if we meet in public I will not acknowledge you unless you greet me first.

I do not provide counselling by phone or email except by prior agreement and only in exceptional circumstances.

Professional standards and complaints

I am a member of the British Association for Counselling and Psychotherapy (BACP) and work within its ethical framework. If you have any concerns about our work, I encourage you to discuss with me first so I have the opportunity to respond. If you remain dissatisfied, you may [complain to the BACP](#).

Signature

If you are happy with this agreement, please sign and email it to me before our first session.

I look forward to our work together.

Your details

Full name _____

Email _____

Mobile _____

Your GP surgery details

Surgery _____

GP name _____

Address _____

Postcode _____

Telephone _____

Signature (typed is ok) _____

Date ____/____/____