

Terms of Therapy

1. Introduction

These Terms of Therapy explain the arrangements for psychotherapy between you and me. They provide a clear understanding of how we will work together, including appointments, confidentiality, fees, cancellations, records and ending therapy.

2. Initial consultation

Before commencing regular therapy, I normally offer an initial consultation. This provides an opportunity to discuss what has brought you to therapy, what you hope to gain from it and whether I am the appropriate therapist for your needs. It is also an opportunity for you to decide whether you feel comfortable working with me. There is no obligation to continue following an initial consultation.

3. Appointments

Sessions normally last approximately 50 minutes and take place at the agreed frequency. Appointments may be offered in person or, where agreed, remotely by an appropriate video or telephone service. Please attend at the agreed time. If you arrive late, the session will normally still finish at the scheduled time.

4. Fees and payment

The current session fee will be agreed before therapy begins. Payment arrangements will be discussed with you and payment is expected at the agreed time. If my fees change, I will provide reasonable notice before any increase takes effect.

5. Cancellation and missed appointments

Your appointment is reserved specifically for you. If you need to cancel or rearrange an appointment, please provide as much notice as possible. Appointments cancelled with less than the agreed notice, or missed without notice, may be charged at the full session fee. The cancellation arrangements applicable to you will be explained before regular therapy begins. I will apply discretion where there are exceptional circumstances.

6. Confidentiality

What you discuss in therapy is treated as confidential. I will actively protect information about you from unauthorised access or disclosure. There are limited circumstances in which confidentiality may need to be breached, including where I reasonably believe there is a serious and significant risk of harm to you or another person, where disclosure is required by law, or where disclosure is necessary to meet a legal or professional obligation. Where possible and appropriate, I will discuss a proposed disclosure with you beforehand. I will also explain who is within the professional circle of confidentiality, including where aspects of my work are discussed in clinical supervision.

7. Professional boundaries

The therapeutic relationship is a professional relationship. Maintaining appropriate boundaries is an important part of creating a safe and effective therapeutic environment. Therapy does not normally involve communication outside agreed appointments other than for practical matters such as arranging or changing appointments.

8. Records

I keep records that are appropriate, accurate and relevant to the service I provide, and only to the extent reasonably necessary. Client administrative information may include your name, date of birth, address and contact information, together with information necessary to arrange and administer

therapy. I do not routinely record GP details. My therapeutic notes are limited and are primarily reflective notes concerning my therapeutic work and countertransference. I do not intentionally include unnecessary identifying information in these notes. Records are stored securely and handled in accordance with applicable data-protection requirements.

9. Data protection

I am responsible for the personal information I hold about you and process it in accordance with applicable UK data-protection legislation, including the UK GDPR and Data Protection Act 2018, as amended. Information about why your information is processed, the lawful bases relied upon, your rights and how to make a data-protection complaint is contained in my Privacy Notice.

10. Ending therapy

Therapy may end by mutual agreement or at your request. Where appropriate, I encourage clients to discuss the ending of therapy during a session so that the work can be brought to a considered conclusion. I may also need to end therapy if I believe that I am no longer able to provide appropriate treatment, if professional circumstances change, or if continuing the therapeutic relationship would not be appropriate. Where possible, I will discuss this with you and, where appropriate, consider whether another source of support would be helpful.

11. Emergencies and crisis support

Psychotherapy is not an emergency or crisis-response service. If you are experiencing an immediate emergency or believe that you or someone else is at immediate risk of serious harm, you should contact the appropriate emergency or urgent mental-health service rather than waiting for your next therapy appointment.

12. Professional standards

I am a Senior Accredited member of the British Association for Counselling and Psychotherapy (BACP) and work in accordance with the relevant professional and ethical standards applicable to my practice.

13. Agreement and review

By commencing therapy, you confirm that you have had the opportunity to ask questions about these arrangements and understand the basis upon which therapy will be provided. These Terms of Therapy should be read alongside my Privacy Notice and Complaints Procedure. I will review these documents when there are significant changes to relevant law, BACP requirements or my practice arrangements. Reviewed: September 2026.