

Patricia Broadhurst Therapy

Client Contract including Terms and Conditions (Counselling & Psychotherapy)

By accepting this contract between us you are agreeing to all terms and conditions.

Therapy is a mutual relationship of us working together and you as the client(s) are central to the work we do together.

It is important that you arrive, telephone or video call on time for your appointment. Please do not arrive early as this may enter into another client's appointment and I do not have a waiting room. Appointments last for 50 minutes. If they are face to face, they are held in a private therapy room in my home. Telephone or Zoom calls cannot be answered until the arranged time for the same reason.

The 50 Minute Hour

Why 50 minutes and not a full hour? This is known as a therapist's hour. It can be hard for clients to understand why they do not receive a full 60 minutes; it is standard practice for therapy sessions to last for 50 minutes. This is because by law we must keep notes relating to our practice. The ten minutes after the appointment are still your time where I will make notes and reflect on our session. I will also spend time thinking about you outside contact time, reading and researching and engaging in further professional development to help with your therapy. This is all part of the fees.

Late for an appointment

If you are late for your appointment you will have the time remaining and the session will end at the original finish time from when your appointment was meant to start.

Confidentiality

You can be assured of a safe and secure environment where privacy and confidentiality is maintained at all times.

I will keep information and notes on your therapy as is required by my governing body and this information will not be shared. **See confidentiality disclaimer***

You agree to disclose your contact details to me, including home address and telephone number, as well as those of your GP and I may contact your GP should I feel it appropriate. It is extremely rare that this should happen and will not be done without your prior knowledge.*

In case of an emergency which means I cannot make our appointment and I am unable to contact you personally (due to serious illness, injury or death for example) your contact information will be given to my therapeutic executor. This will be a fellow therapist; in my case my supervisor and they will have no other information about you other than your first name and telephone number.

Cancellations, missed appointments and holidays

Your agreed therapy sessions are your protected time and cannot be moved or given to anyone else. If your circumstances change and you need to permanently change the day or time then this will be accommodated wherever possible.

If for any reason you are unable to make a session, I will endeavour to offer you another appointment the same week. If you are unable to attend sessions face to face you may feel you are able to make a telephone or Zoom call instead. If this is not possible then you may spend your 50 minutes session time, at the time of your choosing before your appointment, writing an email letter to me which I will read and to which I will respond during your appointment time. This is your protected time and I will not offer that time to another client in your absence.

There is not the option to cancel your sessions, but you may rearrange if there is availability. The fixed appointment(s) agreed at the onset of therapy are your time for as long as your therapy continues. The policy is in place in order for you, the client, to fully commit to your therapy. Clients will often cancel if the work is becoming emotionally difficult for them and this is the time when it is most important, hence this condition. As explained above, this is your time and will not be filled by anyone else in your absence. That said, I will use my best endeavours to offer you an alternate appointment.

If you choose to forfeit your session then the fee will still be payable.

Holidays

Holidays need to be booked with a minimum of 14 days' notice. This also applies to me taking holidays. I will endeavour to give clients notice well in advance of 14 days of any planned breaks.

If your therapy falls on a Bank Holiday then you will be offered an alternative appointment if one is available. If you are unable, or choose not to make the one(s) I offer, then you will **not** be charged for the missed (Bank Holiday) session as this is your appointment day and you can choose not to accept an alternative day and time.

On some occasions where I am away I may still offer you the option of a telephone or Zoom session (individual counselling/psychotherapy) in lieu of our face to face meeting. You are not obliged to take this and you will not be charged if you choose not to.

All therapy sessions are strictly confidential and any information kept about clients is held in line with GDPR.

***Confidentiality disclaimer.** By law I am compelled to contact a third party such as your G.P or the authorities if you have disclosed to me that you intend to seriously harm yourself (suicide) or others, have harmed a vulnerable person or child or have threatened acts of terrorism and this can be done without your consent. That said, these are rare circumstances and in some cases any need to contact your G.P. for instance, will be discussed with you first and your consent sought wherever this is possible.

Fees

Fees are to be paid in advance by BACS payment before each session or in cash on the day.

Signed:

(client)

Print name(s):

Signed:

(Therapist)

Print name:

Patricia Broadhurst Therapy

Client Contract including Terms and Conditions (Hypnotherapy)

By accepting this contract between us you are agreeing to all terms and conditions.

Therapy is a mutual relationship of us working together and you as the client are central to the work we do.

It is important that you arrive on time for your appointment. Please do not arrive early as this may enter into another client's appointment and I do not have a waiting room. Appointments last for approximately 60-90 minutes. They are held in a private therapy room in my home.

Late for an appointment

If you are late for your appointment you will have the time remaining and the session will end at the original finish time from when your appointment was meant to start.

You can be assured of a safe and secure environment where privacy and confidentiality is maintained at all times.

I will keep information and notes on your therapy as is required by my governing body and this information will not be shared.

See confidentiality disclaimer*

You agree to disclose your contact details to me, including home address and telephone number, as well as those of your GP and I may contact your GP should I feel it appropriate. It is extremely rare that this should happen and will not be done without your prior knowledge.*

In case of an emergency which means I cannot make our appointment and I am unable to contact you personally (due to serious illness or injury for example) your contact information will be given to my therapeutic executor. This will be a fellow therapist; in my case my supervisor and they will have no other information about you other than your first name and telephone number.

Cancellations, missed appointments and holidays

Your therapy sessions are your protected time and cannot be moved or given to anyone else.

If for any reason you are unable to make a session, I will endeavour to offer you another appointment. The fixed appointment(s) agreed at the onset of therapy are your time for as long as therapy continues.

If you need to cancel I request 48 hours' notice. Unfortunately if you do not then you will still be charged.

This policy is in place in order for you, the client, to fully commit to your therapy. Clients will often cancel if therapy is becoming emotionally difficult for them and this is the time when it is most important. As explained above, this is your time and will not be filled by anyone else in your absence.

If you choose to forfeit your session then the fee will still be payable.

Holidays need to be booked with a minimum of 14 days' notice. This also applies to me taking holidays. I will endeavour to give clients notice well in advance of 14 days of any planned breaks.

If your therapy falls on a Bank Holiday then you will be offered an alternative appointment if one is available, if one is not or you are unable to make the one(s) I offer as an alternative then you will **not** be charged for the missed session. As this is your appointment you can choose not to take an alternative date and time.

All therapy sessions are strictly confidential and any information kept about clients is held in line with GDPR.

***Confidentiality disclaimer.** By law I am compelled to contact a third party such as your G.P or the authorities if you have disclosed to me that you intend to harm yourself (suicide) or others, have harmed a vulnerable person or child or have threatened acts of terrorism and this can be done without your consent. That said, these are unusual circumstances and in some cases any intention to contact your G.P. for instance, will be discussed with you first and your consent sought wherever this is possible.

Fees

Fees are to be paid in advance by Bacs payment before each session or in cash on the day.

Signed: _____ (client) _____ Print name:

Signed: _____ (Therapist) _____ Print name: