

# PSYCHOTHERAPY CONTRACT

## CANCELLATION AND NOTICE

I generally offer weekly sessions at the same place, day, and time. You can cancel a planned session or end therapy without further payment by giving notice as below. Without the appropriate notice, you will owe the full fee for any missed or cancelled sessions. If you can't make your regular time then, whenever possible, I will try to offer you another session in the same week (plus / minus 3 days from your planned session). When this is not possible, it's a late cancellation, and you will owe the fee.

- For the first four sessions, the notice required is **24 hours**.
- After four sessions, the notice required is **7 days**.
- If you've been coming for a while and wish to end therapy, I recommend a longer notice period (4 weeks) to close the work – but this is not a contractual requirement.
- The notice period is mutual, in that I will give the same notice for my new away dates, or if I need to end sessions with you due to, for example, a change to my working hours.
- If you book a small number of sessions without the more typical open-ended, longer-term arrangement, these are on 24 hours' notice.
- If a past session is unpaid, I reserve the right to cancel any further planned sessions, without notice.
- If you're late to the start of a session, it's no problem. Please, expect a late-starting session to still end at the planned time, due to my schedule and room bookings, with no reduction in fee.
- I typically work bank holidays, so please, don't assume sessions are cancelled on bank holidays. I will let you know my away dates with the notice above.

## PAY BEFORE SESSIONS

Please, ensure payment arrives before the session, since I update my records shortly afterwards. Payment via bank transfer, please, not cash.

## THERAPY WILL

If I'm unable to attend a session or contact you due to sudden injury, illness, or death, two colleagues have secure access to my clients' contact details. These two colleagues are Robert Taylor (roberttaylor020@btinternet.com, 07771 945 440) & Jane Walmsley (jane@janewalmsley.uk, 07970 817 262). Robert or Jane may contact you to explain the situation. If you suspect a problem with me, you can contact them using those details.

## ETHICS AND COMPLAINTS

If any problems arise with me as your therapist, I hope we can sort that out together. If that isn't possible, you can express your concerns to UKCP. I am member 2011164952 and follow the UKCP's complaints process and code of ethics. I maintain the appropriate insurance, and undertake Continuing Professional Development (CPD) and regular supervision.