

Terms and Conditions of Therapy

1. I am bound by the Codes of Ethics and Practice of the British Association of Behavioural and Cognitive Psychotherapists (BABCP). A copy of the code of practice and ethics are available on request, or may be viewed on the BABCPs web site

[www.babcp.com/Files/About/conduct-ethics.pdf](http://www.babcp.com/Files/About/conduct-ethics.pdf)

1. Subject to our assessment providing evidence that your problem is one that can be alleviated by CBT or EMDR therapy, I agree to offer you sessions. You are not contracted to any specific number of sessions. **You may terminate therapy without further cost at any time you wish.**
2. **Cost & Payment.** The cost for a 60minute CBT session is £85 and for a 60 min EMDR session is £100. The cost for a 90 min session is £120. Session payment must be made 24 hours in advance of the session by credit / debit card to The Mindful Practice bank account.

Name: Mrs Rachel Cowley

Account number: 64651134

Sort Code: 60-08-36

1. Normal duration of each session is 60 minutes for CBT and 60-90mins for EMDR, although I reserve the right to amend that time for therapeutic reasons. 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.
2. **Cancellations.** 24 hours’ notice is required to cancel your therapy session without incurring a charge. You may cancel a session by emailing your therapist. If less than 24 hours’ notice is provided, you will be charged in full for the cost of your session.
3. If agreed payments for therapy are not being paid then I reserve the right to terminate therapy.
4. As part of my code(s) of practice I am required to carry out continuing professional development, and to engage in regular on-going 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.
5. **Confidentiality** will be maintained within the codes of ethics and legal requirements. I will not discuss your treatment outside our sessions other than in supervision. Confidentiality, however, does not apply where it would mean that I, as your therapist, might break the law or where withholding information means I would breach the codes of ethics. 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.
6. In the case of a disclosure concerning acts of terrorism, vulnerable adult or child protection issues or drug trafficking, confidentiality will be breached and such disclosures will be passed onto the relevant authority without delay. Due consideration should be exercised before disclosing anything of a previously unreported criminal nature, as I am obligated to contact relevant authorities.
7. Our therapeutic relationship will remain a professional one at all times, the boundaries of which (such as contact outside of our sessions) can be agreed between us during our sessions.
8. **Notes** may be taken during and after each session, which will be kept in accordance with the Data Protection Act (1998).   These notes will be securely stored. I will discuss the disposal, retention or otherwise of any such notes at the end of our engagement. They are disclosed to no one other than the clinical supervisor, unless required under a court of law subpoena. You have the right to inspect your records should you so wish, and this request will be fulfilled during a therapy session.
9. **Endings** – CBT can at times be demanding and emotional. You may at times find this process very difficult, and feel the need to end therapy. Your feedback on the process will be asked for at the end of each session and if you feel unhappy with any aspects of the treatment being offered please do try and communicate this verbally. 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 CBT, and we will agree together on the work we need to do to prepare for this.
10. Sessions will not take place if you arrive under the influence of alcohol or non-prescribed medication.
11. You will be notified of any holidays to be taken by myself well in advance. However, there may also be occasions when sessions may be cancelled because of illness or because of attending training sessions or meetings. I will try to give you as much notice as possible of any cancellation, and will offer an alternative time. Therefore, please notify any change in contact details.
12. 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 to my professional body, the BABCP.

**Therapist & Client consent**

SIGNED:

Date:

Therapist: Rachel Cowley

SIGNED:

Date:

Client:

**Please add your details to the copy of the contract you return:-**

Full name:

Preferred name:

DOB:

Address:

Email Address:

Telephone contact:

Doctors Information: