**Jessica Joy Therapy
Contract for therapeutic services**

Jessica Joy Douglas is a BACP registered Therapist, with a background in Biomedical Genetics (Bsc Hons) and Psychotherapeutic Counselling (Diploma - Adult Specialism)

**Sessions**Sessions will be scheduled **as required** depending on availability and are subject to review and negotiation. Sessions will last **50 minutes – Occasionally sessions may run over, this is at our discretion.**

Long term counselling can go up to and beyond 20 sessions depending on your needs. Our therapeutic relationship will remain professional at all times, and the boundaries (such as contact and communication outside of our sessions) can be agreed and discussed together during our sessions.

Psychotherapy and counselling are recognised as being beneficial in certain circumstances. In the event of you being unhappy with the service you receive, please discuss this with me. You will be notified of any holidays or periods when I am not available well in advance. However, there may also be occasions when sessions may be cancelled because of illness or unforeseen circumstances. I will try to give you as much notice as possible of any cancellation and will offer an alternative time.

**Cost of Sessions**The standard cost of psychotherapeutic counselling is **£55 per 50 minute session from 1st January 2024.**

Missed appointments, without 24 hours’ notice of cancellation and a valid reason, will be recorded as “Did Not Attend”, and will be subject to a £15 cancellation fee.

**Payment**Please send payment for the therapeutic services accessed **via Bank Transfer** to the following bank details:

**Account Holder:** Jessica Douglas

**Account Number:**

**Sort code:**

No further sessions will be booked, scheduled or honoured if there are outstanding payments.

**Missed sessions or cancellations**If you are unable to attend session please let Jessica Joy Douglas know as soon as possible via email, ideally 24 hours in advance, and an alternative appointment can be made.

**Confidentiality**All sessions will be conducted in confidence via our chosen mode of therapy. Confidence will be maintained, and applied, to all records in line with the Data Protection Act and GDPR policy.

Any information which can be used to identify you, will be treated as confidential information and will not be shared unless there is an ethical or legal reason to break confidentiality as detailed in the Privacy Policy provided.

Please note, I cannot provide a service to you if you do provide consent on the Privacy Policy Document.

**Communication outside of therapy sessions**

Any communication outside of sessions should be limited to administrative purposes such as: confirming scheduled session(s) date/time/location, rescheduling requests and cancellations.

I will acknowledge receipt of messages, (either via 'received and acknowledged' or 'we'll discuss this in our session') however I will not provide therapeutic interventions via email, message or outside communication.

This boundary is in place to allow us to contain the content of our therapeutic work within the time and space we allocate during scheduled sessions.

**Typical Office Hours**

Appointments are typically available 10am – 6pm, Monday – Friday. Evening (6pm – 9pm) and Saturday appointments are available on request.

I will only be checking messages, emails or communications received within my core office hours of 10am – 6pm Monday to Friday. Any communication received over the weekend will be read and acknowledged by the following Monday by 12noon.

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| **Number of Sessions Contracted for: Ongoing Psychotherapy – as required as and when** |
| **Therapist (Print and Sign): Jessica Joy Douglas Date:**  |
| **Client (Print and Sign): Date:** |