

## Practice Policies and Information for New Clients Under 16

### Introduction

This document outlines key information about how I work, what you can expect from our sessions, and some practical aspects of therapy. I invite you to read through it carefully and bring any questions, reflections or concerns to our sessions. These policies are here to protect both of us, and to ensure the therapy space feels safe and clear.

### About Me

I am a Therapeutic Counsellor. My approach is grounded in empathy, curiosity and collaboration. I tailor the way I work to suit each client, drawing from a range of therapeutic methods to support your unique needs. Alongside talking therapy, I often offer creative ways of working, such as sand tray, guided imagery, vision boarding, and other expressive tools, which can help us explore things that may be difficult to put into words.

I'm a **registered member of the British Association of Psychotherapy and Counselling (BACP)** and an Associate Member of the British Association of Arts Therapists (BAAT) Membership No. 63510, as well as an active member of Creative Counsellors.

My training draws on Person-Centred, Psychodynamic and Creative modalities, and I have experience working with both adults and young people in schools, private practice, and community settings.

### Appointments, Cancellations & Contact

Sessions are booked in advance by mutual agreement. For children and young people under 16, this will include a meeting with parents or guardians first to establish a full history. Your initial session will consist of an evaluation including reviewing history, presenting concerns, current symptoms, and treatment goals. Scheduling future sessions will depend upon whether your needs can be adequately and ethically addressed. If I feel your needs require more specialist support, I will help you explore more suitable providers.

Sessions are typically 50 minutes and are held weekly at a regular time. We will discuss what schedule feels appropriate and sustainable for you during our initial meetings.

If you need to cancel or reschedule, please give at least 48 hours notice. Cancellations with less than 48 notice may be charged at the full fee.

You can contact me via email or phone, though please note I may not be immediately available. I aim to respond within 24 hours during weekdays.

### **Fees and Payment**

My fee is £65 per 50-minute session. Payment is due before or on the day of the session.

Each 50-minute session, including the initial parent/guardian assessment of up to 1.5 hours, is £65 per hour and is due either before or on the day. You may pay by bank transfer or cash.

I review my fees annually, and any changes will be communicated with at least four weeks' notice. Fee adjustments reflect increases in the cost of living and my ongoing commitment to maintaining a safe, ethical, and relevant practice, including the costs of professional development, clinical supervision, insurance, and membership of professional bodies.

### **Confidentiality and Safeguarding**

When working with children and young people, we will agree with both them and their parent/guardian what information is appropriate to share, and what should remain confidential. I will always seek to balance the young person's autonomy with safeguarding responsibilities.

What your child shares with me is treated with care and confidentiality. However, I am legally and ethically required to break confidentiality if:

- I believe your child, or someone else, is at risk of serious harm
- I am made aware of abuse or neglect involving a child or vulnerable adult
- I am required to do so by law or court order
- I seek supervision (a professional requirement), where identifying details are anonymised

Flourish Oxford is registered with the Information Commissioner's Office (ICO), and your child's personal information is handled in accordance with GDPR and safeguarding legislation.

I also receive regular clinical supervision in line with best practice. This helps me to reflect on and develop my work, but your identity is always protected in these conversations.

### **Online and Telephone Sessions**

If in-person sessions are not possible for older children (12 – 16), I also offer sessions via secure video platforms. In exceptional circumstances this may be considered for younger clients. These will be agreed in advance and conducted with the same level of care and confidentiality.

### **Communication and Boundaries**

Therapy is a professional and boundaried relationship. I do not connect with clients via social media, and I will not acknowledge you in public unless you greet me first, this is to protect your privacy.

Please avoid sending therapeutic content by text or email. These channels are for brief practical communication only e.g. rescheduling. In an emergency, contact your GP, local crisis service, or emergency services.

### **Endings and Termination**

Therapy can come to a close for different reasons, either when you feel ready, or if there is a change in circumstances. We will work together towards a planned ending wherever possible.

If you miss sessions for more than four weeks without prior agreement, I may assume you have chosen to end therapy, and I will close your file. You are welcome to return in the future if appropriate.

### **Final Note**

Therapy is a commitment and a collaboration. I am here to support your child and the family in a way that feels meaningful, respectful and aligned with your values and goals.

Please let me know if anything in this document feels unclear or needs adjusting to suit your needs.

**By signing below, I am agreeing that I have read, understood, and agree to the items contained in this document:**

Signature:

Date: