

## Working Agreement

Therapy is a personal choice. I am not here to judge or advise. My role is to offer a safe environment where we can explore your concerns to help you find and reach your own solutions. The agreement is to work on the concerns presented by you, within the boundaries of my own knowledge and skills and the boundaries we will set together. If these boundaries cannot be met or if I am subjected to abuse by you, or by someone else acting in your interests, it may lead to an end in our sessions. You are free to withdraw at any stage.

### Confidentiality:

Confidentiality is crucial and will be maintained in all but exceptional circumstances:

- You were at risk of harm
- You were a risk to others
- Someone else was at risk from another party
- If I am issued with a warrant

I comply with General Data Protection Regulations and safeguarding policies set by my professional body.

You are welcome to share your therapy experience with anyone, but in my role to ensure confidentiality I will not initiate contact if seen outside of our sessions, though you are free to initiate it yourself. Please also respect my right to a family life and be respectful of my time out of sessions.

### Kiku:

I use a client management system to support and manage bookings and administration processes. By accepting this agreement, you accept the use of this system for your data. You will be able to create your own Kiku account to see and manage your bookings.

### Session Details:

- I deliver sessions from my home: Westwood Cottage, Heath Green Road, Studland, Dorset, BH19 3BY. Please note I currently have a cat in the house.

You will receive email reminders before each session. **Sessions will be no longer than one hour.** Our time is expected to be collaborative and respectful. Continuity is important but if you are running late or should you need to cancel a session, please let me know at your earliest opportunity, I will do the same.

Fees:

Initial Consultation is free of charge.

Single sessions - £30 per session.

### Contacting me:

My contact details are for arranging sessions. Communication may also be used in between if we have agreed, for example, to offer feedback or clarify any out of session work set. I am not available 24/7.

Phone – 07806 971990 \* / Email – [sharon@lastoftheleavestherapy.co.uk](mailto:sharon@lastoftheleavestherapy.co.uk)

\*If I do not answer please, leave a message, send an email or a text, which I will reply to at my earliest opportunity.

**If you are experiencing a crisis, please seek help from:  
Connections 0800 652 0190 / NHS 111 / Samaritans 116 123**

### About me:

I am a member of the National Counselling & Psychotherapy Society (NCPS), membership no. NCS21-02073. I adhere to their strict code of conduct and ethics, have the appropriate qualifications and insurance, attend Continual Profession Development (CPD) training, and have regular clinical supervision.

### Complaints:

Initially please do try and raise concerns with me in the hope we can find a resolution together. If this is not to your satisfaction you can contact my governing body, the NCPS.

### My Clinical Will

In the event of my death or severe incapacitation through accident or illness or in the event of my going missing in the course of my therapeutic work, this gives permission for another therapist of my choice to access my practice records in order to contact you or the relevant authorities, if needed.

**IMPORTANT:** In sessions you will not be under the influence of alcohol or drugs.

A full set of terms can be found on Kiku or is available at request.