



## **Space Counselling & Psychotherapy** **Terms and conditions**

### **Code of Ethics**

Counselling/Psychotherapy will be conducted within the BACP Ethical Framework for the Counselling Professions which can be found at [www.bacp.co.uk/ethical\\_framework](http://www.bacp.co.uk/ethical_framework)

### **Confidentiality**

Counselling/psychotherapy sessions are confidential, with the following exceptions:

- For supervision
- Where there are concerns about actual or potential harm to a young person or a vulnerable adult
- Where there are concerns about harm to yourself or others
- When information about illegal activity is disclosed
- When information is required to be disclosed in court

### **Length of sessions**

Sessions last 50 minutes.

### **Frequency of sessions**

Sessions are on a weekly basis.

### **Number of sessions**

We can agree open-ended counselling which will be reviewed periodically, or, we can agree a fixed number of sessions.

### **Day and time of sessions**

We will agree the day and time of your sessions. On occasion, we may agree a mutually convenient alternative.

### **Cancellation of sessions by client**

There is no charge for sessions cancelled with 2 weeks notice. Sessions cancelled with less than 2 weeks notice are charged at half the current fee. Sessions cancelled with less than 24 hours notice are charged at the full fee.

### **Cancellation of sessions by counsellor**

3 weeks notice will be given of my holidays and absences. In exceptional circumstances, an appointment may need to be cancelled with less than 3 weeks notice.

### **Ending counselling**

The end of counselling/psychotherapy is planned for a time that feels right for you. A minimum of two weeks notice is required before ending therapy.

**Missed sessions**

Missed sessions will be charged at the full fee.

**Fee**

Fees are paid before, or on the day of, your session by electronic bank transfer. Once your fee has arrived, I will send an e-receipt as soon as possible to your email address.