

Therapeutic Agreement

1. Introduction

This agreement explains how counselling and psychotherapy services are provided by Neil Brooks Psychotherapy and is intended to ensure clarity, safety and mutual understanding throughout our work together.

2. Professional Membership and Ethical Practice

I work within the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for the Counselling Professions and am committed to providing a professional, respectful and ethical service.

3. Client Group

Services are offered to adults aged 18 years and over.

4. Sessions and Fees

The initial assessment session lasts up to 60 minutes and costs £40. Ongoing sessions last 50 minutes and cost £35. The frequency and duration of therapy will be agreed collaboratively and reviewed regularly.

5. Payment

Payment is required before each session unless otherwise agreed.

6. Cancellation and Missed Appointments

A minimum of 48 hours' notice is required to cancel or rearrange an appointment. Sessions cancelled with less than 48 hours' notice may be charged at the full session fee. However, fees may be waived at the therapist's discretion in exceptional circumstances such as serious illness, hospitalisation or bereavement.

7. Confidentiality

Everything discussed in therapy is treated as confidential. Information will not normally be shared with third parties without your consent.

8. Limits of Confidentiality

Confidentiality may be broken where there is a serious risk of harm to yourself or another person, safeguarding concerns, a legal obligation to disclose information, or where information is required by a court of law. Wherever possible, this will be discussed with you beforehand.

9. Safeguarding and Risk Management

If there are concerns about immediate safety, appropriate action may include contacting emergency services, NHS crisis services, your GP, or your nominated emergency contact.

10. Clinical Supervision

In accordance with professional requirements, client work is discussed anonymously in supervision with Paul Matthews of Harmony Counselling & Psychotherapy. Identifying information is not disclosed.

11. Records and Data Protection

Brief clinical notes, assessment records and related documentation are stored securely within WriteUp. Records are retained for seven years following the end of therapy and are then securely destroyed unless there is a lawful reason to retain them longer.

12. GDPR and Privacy

Personal information is processed in accordance with UK GDPR and data protection legislation. A separate Privacy Notice explains how personal information is collected, stored, used and protected.

13. Communication

Communication may take place by telephone, text message or email for administrative purposes such as arranging appointments. These methods should not be used for crisis support.

14. Online Therapy

Online sessions are conducted via the WriteUpp platform. Clients are responsible for ensuring they have a private and suitable environment and adequate internet connectivity for sessions.

15. Social Media

To maintain professional boundaries, I do not accept friend requests or social media connections from current clients and will not normally interact with clients through personal social media platforms.

16. Crisis and Emergency Support

This practice is not a crisis service and should not be relied upon in an emergency. If you are at immediate risk of harm, contact 999, NHS 24, your GP or local emergency services.

17. Equality, Diversity and Inclusion

All clients will be treated with dignity, respect and fairness regardless of age, disability, race, ethnicity, religion, gender identity, sexual orientation or relationship status.

18. Ending Therapy

Therapy may be ended by either party. Wherever possible, an ending session will be offered to review progress, discuss future support and bring the work to a planned conclusion.

19. Complaints

If you are dissatisfied with any aspect of the service, please raise the matter with me in the first instance. If the matter cannot be resolved informally, a formal complaints procedure is available. You may also contact the BACP regarding concerns about professional conduct.

20. Consent

By signing this agreement, you confirm that you have read and understood this document, have had the opportunity to ask questions, and agree to participate in counselling and psychotherapy under these terms.

Agreement and Signatures

Client Name: _____

Client Signature: _____

Date: _____

Therapist: Neil Brooks

Therapist Signature: _____

Date: _____