

Retr-ACT.com & Mark Lindsey Earley

Counselling/Psychotherapy/Hypnotherapy/Mentoring etc. Confidentiality Agreement and Contract

NB. We provide a range of both general and highly specialist clinical support for clients, including work with offenders. While I ask you to please, sign-up to the whole agreement, you will notice that some elements may not have a direct bearing on your own circumstances.

Our commitment to you:

To be fully present, alert & focussed and to remove all possible distractions or interruptions from the therapy environment.

To maintain a private and comfortable consultation space with toilet facilities available drinking-water, provided on request.

To act in your best interests at all times.

To abide by both the British association The British Association for Counselling & Psychotherapy (BACP) and the United Kingdom Council for Psychotherapy (UKCP) ethical Frameworks/Codes of Conduct and to be accountable to and via those organisations.

To have insurance, membership of the appropriate professional body/bodies.

To provide a sixty-minute therapeutic hour unless otherwise agreed (It can be longer by request, for example). Apart from exceptional circumstances, the session will begin and end on time.

To charge a pre-agreed fee in the manner set out in our payment details.

We will arrange appointments with you in advance; usually on a session-by-session basis. On the rare occasion that we have no alternative but to cancel a session, we will endeavour to provide the maximum notice possible.

To preserve the nature of the therapeutic relationship by refraining from engaging with you, for example, socially or in any form of business partnership. Romantic engagement of any kind is *never* acceptable.

If you are engaged with statutory Criminal Justice agencies and/or Social Services, with regard to actual or suspected offending, we would seek your agreement to contact them to request salient risk information.

We are happy to provide confirmation of your attendance, at your request, to third parties, but will not provide reports or such-like for legal or court purposes.

In the event of the therapist's sudden death or incapacity, we have made provision for another therapist to make themselves available to you. *If you wish to opt-in to this provision, please let us know.*

The Commitment we ask of you

To attend promptly, and in the interests of not compromising yours, or other client's confidentiality, to depart promptly afterwards and not to arrive on the premises more than five minutes before our agreed start-time.

To pay the agreed fee at the end of the therapy hour. In cases of financial emergency, please contact me before the session to discuss this.

To give as much notice of cancellation as possible. *Sessions cancelled within less than twenty-four hours will still be charged for in full.*

You are welcome to request an appointment by email at any time of day or night, and by telephone during reasonable hours. (We operate a voicemail service). We regret that we are not able to respond to other matters outside of the allotted appointment.

Specific to Online Services:

My Skype address is the same as my email address mlindseyearley@gmail.com

Coaching, Psychotherapy and Counselling are all available online either through Skype, FaceTime or "real-time" text-based media, as mutually agreed (Google Messenger is one that I use).

Hypnotherapy is only available face-to-face.

Payment is to be made in advance, via bank transfer. I will send you the relevant details.

I will initiate the contact, at the agreed time.

In the event of technical problems I will endeavour to swap to another, mutually convenient medium (e.g. email). NB. I cannot initiate international telephone calls without making a charge for the net cost of this, such calls would need to be agreed upon in advance.

In order to maximise the benefit of sessions, please ensure you are prepared, and in an environment that is private, safe and free from distractions.

Confidentiality and Data Protection

We commit to maintaining the strictest confidentiality, apart from in the following circumstances:

Where the law specifically prohibits this, in the case of your either disclosing planned or actual money- laundering or terrorism.

On disclosure of intent to cause serious harm or abuse to self or others.

Where serious historic crimes are disclosed, we have no legal obligation to disclose this information, but we *do* have a professional duty to make an ethical decision on an individual basis. This would be fully discussed with you *prior* to any possible action being taken.

We take very minimal case-notes, which are stored securely. They would only be revealed to a third party in the specific case of them being subpoenaed by a court.

As part of good practice, all therapists meet regularly with a professional supervisor where they discuss *anonymised* case material in a confidential setting.

Signed on Behalf of Retr-ACT.com
Mark Lindsey Earley- Principal Therapist

Signed by Client (please also print name)

Dated