

The following is information about how I tend to work. Please let me know if there is anything that does not make sense or that you are not comfortable with.

### **Confidentiality**

What you say to me I treat as confidential. Confidentiality includes my supervisor (another experienced therapist); every counsellor/psychotherapist working to UK Ethical Codes has a supervisor. This is to make sure we're all working as well as we can be.

The only time I may need to break confidentiality is if I'm concerned about harm to yourself or to someone else. I would talk to you about this first though, if at all possible.

### **Code of Ethics**

I work to the Ethical Framework (2016) set out by the British Association for Counselling and Psychotherapy. I'd be happy to show you a copy - and it's on my website.

### **Length of Sessions**

Sessions are 50 minutes. Usually we would meet on a weekly basis at a regular time (supervision for other therapists tends to be fortnightly).

### **Duration of Work Together**

There is no obligation from my point of view to work together for any set period of time. If not ongoing, some people start with six sessions before reviewing. Regarding endings, my hope is that we say goodbye in person and with some notice.

### **Cancellations and Re-arranging**

I ask for 7 days' notice for a cancellation please. It is difficult for me to offer the time to someone else or to make other plans with less notice, so the fee stands otherwise. In extenuating circumstances, I'm willing to negotiate this.

If on the odd occasion you ask to re-arrange rather than cancel with less than 7 days' notice I will do my best to accommodate. If I'm unable to in that same week the fee stands.

If it was me that asked to cancel or re-arrange (this would only be in an emergency), I'd also try to give you 7 days' notice. If it's not possible for me to give this notice and we are unable to rearrange in the same week, you'd be entitled to a session without charge.

### **Payments**

Your fee will be agreed between us (varies sometimes if concessions are needed).

I kindly request that this is paid by online transfer, and received 24 hours after the session, if not before. I invoice on a monthly basis; I am not necessarily expecting payment for the month in one transfer.

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*I will assume we are working to this agreement from our first contact unless we discuss/  
agree otherwise.*

*Warmly,  
Rakhi*