



Registered with the NCPS – Registration number NCS22-01022

Insured with Holistic Insurance Services

Contact details;

Tel: 07713 452 010

Email: info@victoriarosecounselling.com

Contract date updated April 2024.

Please read the information below carefully as it forms an agreement as to how we will work together and outlines my professional obligations regarding confidentiality. At our first session I will set some time aside for us to discuss this agreement and answer any queries that you may have. I will ask you to sign the agreement to show that you understand its contents.

I am a registered member of the National Counselling and Psychotherapy Society (NCPS) and as such abide by their Ethical Framework.

Please see -

<https://nationalcounsellingsociety.org> for more information.

I am committed to providing an anti-discriminatory service. I strive to ensure that this practice is present in all our work together.

I provide both short and long-term therapy and we can discuss the planned duration of our work together during our initial session.

Each session will be 50 minutes long.

We will review your progress at regular intervals to ensure you are receiving the most out of therapy.

If you require emergency or urgent professional assistance, please contact NHS direct telephone 111, your GP, the emergency services, or the Samaritans freephone 116123.

I charge a fee of £50 per session.

Payment can be made prior to or at the end of your therapy session with either cash or card (including credit card, debit card and contactless).

If you would prefer to make an online bank transfer/ BACS Payment, you will need to set me up as a payee in your account. Please ask me for my banking details if you wish to use this payment method.

I review my fees on an annual basis in April and will give you 3 calendar months' notice of any proposed increase.

Unless exceptional circumstances, I require 24 hours' notice of a cancellation via a text or email to avoid an invoice being produced and a fee charged. If you arrive late, unfortunately, I will not be able to extend the session, as this will affect my other appointments.

All members of NCPS are required to have regular supervision. My work continues to be supervised to ensure that it is safe, ethical, and effective. Aspects of our work may be discussed during these sessions, but no full name will be used, and identifiable details removed. My supervisor is a member of a professional body and as such they are bound by the same confidentiality rules as myself.

In keeping with the requirements of NCPS's Ethical Framework, I have appointed a trusted colleague to take over the administration of my practice in the event of my death or incapacity, and to deal with my appointments and destroy my notes in a confidential manner. This colleague is also a member of a professional body and is bound by the same professional confidentiality rules as set out in their Ethical Framework.

As a member of NCPS I am bound by their Ethical Framework to protect a client's confidentiality. Therefore, everything that we discuss is confidential except in certain circumstances, which are listed below.

I reserve the right to break confidentiality if I think that you have become a danger to yourself or anyone else, or if you disclose any serious illegal activity. I will attempt to discuss this with you first, but this may not always be possible.

I am required to keep accurate and appropriate notes of our work together. I record my session notes securely on a laptop that is only used by me, and this is password protected at both the level of the individual document and the laptop itself.

Any paper documents are locked in a robust non-portable cabinet to which only I have access.

I am unable to deliver effective therapy to clients who try to attend sessions under the influence of non-prescribed medication or alcohol. In such a case I would discuss the issue

with you, and we would agree a period of abstinence prior to the session from the non-prescribed medication or alcohol and add this period to the contract.

If there is anything that you don't understand about this agreement, or if you would prefer it in a different format, please let me know.

Similarly, if you are not happy with any of our sessions or the standard of my work, I hope that you would feel able to talk to me about this.

If you feel unable to talk to me or in the event of a serious complaint, please contact NCPS directly. They can be contacted via their website <https://ncps.com/help/contact> or on 01903 200 666.