Lorna J E de Wolff, Psychotherapist

Psychotherapy and Psychosexual and relational Therapy Contract

Name

Signed

Date

Address

Tel

Email

GP (name and tel. number)

In entering therapy, I am fully aware of what I am committing to:

I understand that I must not attend therapy under the influence of non-prescribed drugs or alcohol and sessions will not take place if I arrive in a condition which is not conducive to the therapeutic process. I will be charged for the session.

I give explicit permission for my therapist, if the need arises, to contact me by email or text message; I will ensure that messages can be received confidentially by me. If I ask to record the sessions, I take full responsibility for the safeguarding of the content and how it is stored and protected.

I understand that my appointments are reserved for me and that non – attendance will incur a payment of the full fee. Fees are payable at the time by cash or bank transfer. I require 48 hours notice of a cancellation, or the full fee will be charged.

I understand that my therapist prescribes to a Humanistic philosophy and incorporates psychosexual and relationship work within this orientation.

I understand that my therapist will keep brief records of our sessions for self - supervision; these are normally destroyed after 7 days.

I understand that my therapist will not undertake to hold information which is detrimental or dangerous to a third party or me.

I understand that if I am attending as part of a couple, and wish to get access to any notes kept during the therapy (these will be brief and reference points to subjects raised nothing more) there will need to be informed and written consent from both partners.

I understand Confidentiality is held within the couple if we are undertaking couple’s therapy. I understand my therapist will not keep secrets on my behalf.

I understand that my therapist will not acknowledge me if we bump into each other outside of the therapy session in order to protect my privacy. It is up to me to greet her if I wish. I also understand my therapist will not accept any social media requests from me.

I agree that when I am ready to finish therapy, I will commit to a final session to ensure a proper ending (clients can find endings difficult, they are, however, an important part of the therapeutic process so this commitment is honoured by the agreement to have a final session to address this, which is payable regardless of whether the client attends).

In case of a grievance I undertake to discuss this with my therapist; if this cannot be resolved I may invoke the therapist’s complaints procedure. If necessary I agree to enter a mediation process.

Data Protection/Privacy

I store client contact details on my personal computer and phone, both of which require a login and are password protected before data can be accessed. Please let me know if you would prefer that I do not keep such data in your case. Your contact details are only seen by me. Your details are never shared with a third party unless I am legally required to do so. The voluntary data supplied by you is intended for the sole use of Lorna de Wolff. It is possible that the site will collect voluntary data, for example; name, contact number, email address. Your contact information may also be stored on my iphone, this is password/fingerprint protected.

I use conventional domestic email, which like all such services, is not specially encrypted. If you are concerned about the breaches of privacy that might potentially occur in any such system, then please do not mail sensitive information, or choose an alternative means of communication. By all means call me on 07595595571 if you prefer. All reasonable steps will be taken to protect the identifying information you provide.

I understand that my therapist will not acknowledge me if we bump into each other outside of the therapy session in order to protect my privacy. It is up to me to greet her if I wish. I also understand my therapist will not accept any social media requests from me.

It is important that you arrive on time for your session, as we will need to finish at the agreed time. If you arrive early, you may interrupt the previous session.

My accrediting body is BACP and COSRT

Therapist

Client

Please take a copy of this contract for your own records