

**Therapy
in
Manchester**
counselling &
psychotherapy

Handbook

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Welcome to Therapy in Manchester

This handbook details the terms and conditions of my service. If anything is unclear or you have any questions please let me know.

Does what we talk about remain private?

All appointments are conducted in complete confidence except:

- if I have reason to think the safety of a child is at risk, you are going to harm another person, or seriously harm yourself
- if I am compelled by law to provide information
- when I make reference to conversations with clients for the purposes of supervision, education or training. I do this in such a way that clients cannot be identified.

What do we talk about?

I invite you to begin each session by speaking freely about whatever is on your mind or comes to mind.

Resist the inclination to edit what you say, speak freely. Give voice to anything that comes to mind - including passing thoughts - no matter how trivial, unrelated or embarrassing they may seem.

Contact between sessions

If you contact me I will reply within 24 hours, Monday - Friday. If we happen to meet outside the therapy room I suggest we do not enter into conversation given our relationship is therapeutic not social.

I do not represent a client's interests to third parties - solicitors, insurance companies, or employers, for example.

What do therapy sessions cost and how long do they last?

- £50 for the first one-to-one appointment lasting 1 hour
- £50 for subsequent one-to-one therapy sessions lasting up to 45 minutes.

Payment

Payment is due at the beginning or end of each session and can be made by cash, card or contactless. Let me know if you need a receipt.

If a third party is paying for your appointments I request one session's payment in advance.

What happens if you arrive after the start time or can't attend an appointment?

If you arrive after the start time our appointment finishes at the scheduled end time and the full fee remains payable.

If you cannot attend an appointment I request you contact me as soon as possible:

- if at least 7 days notice is given no fee is payable
- if less than 7 days notice is given the full fee remains payable.

What happens if I can't make our appointment?

I will inform you by email or text message and offer to schedule another appointment.

Ending therapy

I request one session's notice when you decide to bring our work together to an end.

For our next appointment

Please provide the information requested overleaf and agree to the terms and conditions of service.

Your information is stored in accordance with the General Data Protection Regulation, see therapyinmanchester.co.uk/gdpr/

Therapy in Manchester

request for information &
agreement

Name _____

Address _____

Postcode _____ Date of Birth _____

Phone _____

Email _____

Name and address of GP _____

_____ Tel: _____

Please sign below to indicate you are familiar with my Covid-19 protocol, and understand and agree to the terms and conditions of my service as detailed in the practice handbook

Signed _____ Date _____