

## General terms for individual psychotherapy sessions with Duncan Roebuck

### Framework

The nature and length of your psychotherapy will depend on many factors and we will determine these through joint discussion and review from time to time. This is an on-going process.

We will aim to attend sessions at weekly intervals and at a regular time each week. Each session will last for one hour. This hour also includes any scheduling we may need to do for future appointments. If the session starts late it will still need to end at the agreed time.

Ending our work together may take some time and may take more than one session.

### Fees

My fee is £20 for the initial meeting and £50 per session thereafter. I will give you reasonable notice – usually six months - of an increase in my fees. Fees are payable by cash, or cheque at the end of each session. Payment by bank transfer within 24 hours of appointments is also possible.

### Cancellations

If possible, please provide one week's notice of your intention to cancel an appointment. It may be possible to reschedule an appointment if sufficient notice is given.

The room rate will be charged for appointments cancelled with less than 48 hours' notice. The full fee will be charged for appointments cancelled with less than 24 hours' notice.

### Confidentiality

All sessions are confidential. Your name will not be included with any session notes I take, nor will any other content that could potentially identify you, such as names of people and places.

I may need to take issues that arise to my supervisor. This is done in confidence and where I bring any matters to supervision, your identity will be protected.

There are exceptions to the rules on confidentiality to which I am bound legally. In extreme circumstances where there is a real concern that you will seriously harm yourself, or others I may have to break the confidentiality agreement after discussing with you first.

### Data Protection

I am committed to protecting your privacy. Please refer to my privacy policy on my website<sup>1</sup> for details on the types of data I collect and use, as well as details on how I protect that data.

### Ethics

I am bound by the Code of Ethics and Conduct of the ACPP<sup>2</sup> (Association of Core Process Psychotherapists) and UKCP<sup>3</sup>.

*Please sign to indicate your agreement regarding the above and your consent with respect to my holding your data, as detailed in my privacy policy. This version was last updated on the **07/05/2019**.*

**Signed**

**Date**

**Signed**

**Date**

1. <https://duncanroebuckpsychotherapy.com/privacy/>
2. [http://www.acpponline.net/public/files/Current%20Policies%202018/POL%20ETH02%20-%20ACPP%20Ethical%20Principles%20and%20Code%20of%20Professional%20Conduct%20for%20Psychotherapists%20%5B10\\_2017%5D.pdf](http://www.acpponline.net/public/files/Current%20Policies%202018/POL%20ETH02%20-%20ACPP%20Ethical%20Principles%20and%20Code%20of%20Professional%20Conduct%20for%20Psychotherapists%20%5B10_2017%5D.pdf)
3. <https://www.psychotherapy.org.uk/wp-content/uploads/2018/10/UKCP-Ethical-Principles-and-Code-of-Professional-Conduct.pdf>