

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 fifty minutes. This fifty-minute session 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 for in-person therapy is £85 per fifty-minute session, and £65 per fifty-minute session for online therapy. I review my rates in March each year and will give you reasonable notice – usually six months - of any increase. Payment is usually by bank transfer and made within 24 hours of an appointment ending.

Cancellations (general)

My full rate applies for appointments cancelled with less than one week's notice. My full cancellation fee does not apply, however, if we manage to reschedule. I will do my best to reschedule, but it may not always be possible to find a day and time that works for us both.

Cancellations (in-person clients)

It may be necessary to reschedule to an online session and my in-person rate will apply in this instance. If we manage to reschedule to an in-person appointment slot, then an additional room charge may apply.

If you provide more than one week's notice of a cancellation and it is not possible to reschedule the appointment, then I would request that you cover the cost of the room booking (currently £15).

My full cancellation fee does not apply for short notice cancellations due to contracting Covid or being required to quarantine because of Covid. I would request that you cover the cost of the room booking in these instances.

Holidays

We will likely miss a number of appointments due to pre-planned holidays and leave, particularly in open-ended work. If you take leave resulting in missed sessions, then I would request that you cover the cost of the room booking for the duration that you are away. I will cover the cost of the room booking for occasions that I am on leave. I will usually provide you with reasonable notice of when I intend taking leave and I will cover the cost of the room booking if your leave ends up falling in the same weeks as mine. I typically take 4-5 weeks leave in a year, with a block of two weeks in July/August and a block of two weeks in December/January.

We should aim to miss no more than 8 weeks in total in a year (two weeks in a quarter for shorter term work). These 8 weeks include planned leave and holidays, as well as cancellations where it has not been possible to reschedule.

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.

All psychotherapists are expected to see a qualified supervisor at regular intervals and 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.

Data Protection

I am committed to protecting your privacy. Please refer to my [privacy policy](#)¹ for details on the types of data I collect and how I use it, as well as details on how I protect that data.

Ethics

I am bound by the Code of Ethics and Conduct of the [ACPP](#)² (Association of Core Process Psychotherapists) and [UKCP](#)³ (UK Council for Psychotherapy)

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. Proceeding to weekly therapy appointments together is also assumed to indicate your agreement and consent with respect to these. This version was last updated on the 07/04/2022.

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
3. <https://www.psychotherapy.org.uk/about-ukcp/how-we-are-structured/ukcp-committees/ethics-group/code-of-ethics-updated/>