

## **General terms for individual psychotherapy sessions with Duncan Roebuck**

### **In-person and Online**

#### Framework

The nature and length of your psychotherapy will depend on a number of 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 each year and will give you reasonable notice – usually six months - of any increase. I am happy to receive payment by cash, cheque, card payment or bank transfer.

#### Cancellations

My full rate applies for appointments cancelled with less than one week's notice but does not apply 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.

I have limited number of in-person appointments slots, so if rescheduling, we may need to meet online.

My full rate does not apply for short notice cancellations due to contracting Covid or being required to quarantine because of Covid.

We may need to review our work if there is a pattern of short notice cancellations and/or DNA's (did not attend).

#### Holidays

We will likely miss several appointments due to pre-planned holidays, particularly in open-ended work. I will usually provide you with reasonable notice of when I intend taking leave. I typically take 6 weeks off a year, with blocks of two weeks in April, August, and at the end of the year (December-January).

We should aim to miss no more than 8 weeks in total in a 12-month period. If we meet on a Monday, where bank holidays typically fall, then we should aim to miss no more than 10 weeks in a 12-month period. If it

looks like we are on track to miss more than this, then I may request that the full rate be paid for sessions missed over and above.

### 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 attend regular supervision where my work is discussed. 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](#)<sup>1</sup> 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](#)<sup>2</sup> (Association of Core Process Psychotherapists) and [UKCP](#)<sup>3</sup> (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 14/11/2022.*

**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](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/>