

Analytical Therapy Contract

Terms and Conditions of Therapy

Please read before attending your first appointment. You will be asked to sign these, and I will sign them.

Therapist's name: Chantell Ama Jones

BABCP membership number: 0000100295

I am bound by the British Association for Behavioural and Cognitive Psychotherapies (BABCP) Standards of Conduct, Performance and Ethics, and by the Code of Conduct of my professional organisation. These standards guide safe, ethical, and accountable practice.

A. Assessment, Therapy Goals, and Your Rights

1. During onboarding and our initial meeting(s), we will work together to identify the difficulties you would like support with. This assessment phase may take one or two sessions. At the end of this period, we will agree on your therapy goals and begin working toward them.
2. You are under no obligation to continue therapy until goals are completed. You may end therapy at any time.
3. If a session has been booked and paid for, you are expected to attend. Fees are non-refundable, you may move the session or use the funds toward another therapeutic product or session if 24 hours' notice is given.
4. If I believe I am unable to work with you during onboarding and assessment a full refund will be given. I will provide as much notice as possible and explain the reason. I reserve the right to terminate therapy on clinical, ethical, or safety grounds.

B. Sessions, Timing, and Attendance

5. Session duration is based on what you book and pay for. Sessions will end at the scheduled time, even if there is more to discuss. Additional time must be agreed in advance due to scheduling constraints.
6. Sometimes longer or shorter sessions may be clinically useful; we can discuss this if relevant.
7. If you arrive late, we will meet for the remaining scheduled time only. If you do not attend within the first 15 minutes of the session start time, the session will be cancelled and the full fee will still be charged. Sessions cancelled due to lateness are not refundable or transferable.
8. I will give at least one week's notice of planned holidays. Sessions may occasionally be cancelled due to illness or work commitments; I will provide as much notice as possible.
9. Sessions are booked at the end of each therapy session. Payment is required to secure your next appointment. Your slot may be held temporarily without payment, but full payment is due no later than 24 hours before the scheduled appointment. If payment is not received within this timeframe, the slot may be released.
10. The cost of therapy includes written materials I provide, but not the cost of any books I recommend.
11. Homework emails may be sent weekly. Resources are provided free of charge when clinically appropriate, but not guaranteed.
12. If you are using private healthcare insurance, therapy will not begin until authorisation is received. If payments are not made on time, I reserve the right to end treatment.#

C. Confidentiality, Supervision, and Record Keeping

13. If you pay by bank transfer, your name will appear on my bank statement. This is personal data and may be shared only for accounting or tax purposes, in line with legal obligations.
14. I am required by the BABCP to maintain confidentiality and keep your information safe and secure.

15. To ensure safe, ethical practice and maintain accreditation, I engage in regular clinical supervision. Your case may be discussed, but without identifying details. Supervisors are also bound by professional confidentiality.
16. I will not record sessions without your explicit consent. Recordings, if agreed, are used only for supervision or therapeutic processing and will be destroyed after therapy ends.
17. You are **not permitted** to record sessions at any time without permission.
18. You may not attend therapy with another person present.
19. I take notes during and/or after sessions and store them securely in accordance with the Data Protection Act (2018). Questionnaires you complete form part of your clinical record. You may request to view your notes (please allow for 21 days in this instance).
20. Clinical notes are confidential and shared only with my supervisor. In rare cases, a court may require disclosure; if so, I will inform you.
21. Confidentiality has limits. I may need to break confidentiality if:
 - there is risk of harm to yourself or others
 - I become aware of acts of terrorism
 - safeguarding concerns arise
 - illegal activity or abuse of vulnerable adults is disclosed I will normally discuss this with you before taking action.
22. If you were referred by an external agency (e.g., solicitor, insurer) and a civil case is ongoing, I may be required to share therapy records with your consent.

D. The Therapeutic Relationship and Ending Therapy

20. Therapy can be demanding, emotional, and challenging. You may find some tasks difficult please tell me so we can adjust and support you appropriately. We will review your progress regularly.
21. If you feel unsure or unhappy about any aspect of therapy, please raise this with me. If concerns cannot be resolved, you may contact my professional body.
22. You may contact me between sessions by email at **CAJ@amalytical.co.uk**. I typically respond within 24 hours.
23. I do not provide an emergency service. If I become concerned about your safety during a session, we will discuss how to seek urgent help.
24. I cannot offer crisis support outside working hours. If you are in immediate danger or experiencing severe distress, please contact emergency or NHS services. Clients agree to take responsibility for their own safety (or their child's, if under 18).
25. We will discuss your progress regularly, and you will receive notice if I intend to end therapy.
26. As we approach the end of treatment, I will provide an approximate ending date or remaining number of session. We will discuss relapse prevention and any further support that may be helpful.
27. I will not end therapy suddenly unless exceptional circumstances arise. If I am unexpectedly unable to continue (e.g., illness), arrangements are in place to ensure continuity of care with another therapist.
28. Threats or acts of violence invalidate this agreement and therapy will cease. Sessions will not take place if you attend under the influence of alcohol or non-prescribed substances.

E. Complaints

29. If you are unhappy with the service, please discuss this with me. If you feel unable to do so, or are dissatisfied with my response, you may raise a complaint with the **BABCP**.

Therapist & Client consent

Please complete the details below and return this form to your therapist. Fields marked with * are required.

Full Name: *

Telephone Contact: *

Email Address: *

Date of Birth:

Address:

GP Practice Details:

Therapist

Name:

Signature:

Date:

Client:

Name:

Signature:

Date: