

Content of a Contract

- Who the therapist will be
- How to make contact with the therapist, and in what situations (email, phone etc.)
- How to contact the client (email, phone), and whether messages can be left
- The name and contact details of a GP, or a friend/relative who the client would be happy for the therapist to contact in the event of an emergency
- Any specific needs (e.g., access), and how these will be accommodated, if possible
- How many sessions will be offered, if there is a limit
- How long each session will last, and the frequency of sessions
- The fee for each session (if applicable), including cancellation fees and fees for missed sessions
- Whether cancelled or missed sessions are included in the total number offered (regardless of fees)
- How holiday periods will be managed
- The nature of therapy being offered (e.g., modality, scope)
- Where therapy will take place, and how the client should arrive
- The limitations of confidentiality and the circumstances in which confidentiality may be broken
- Whether the therapist works to any ethical guidelines
- What to do in the event of a complaint
- Whether review sessions are to be held, and their frequency
- How therapy can be cancelled, including the length of notice required (if any).