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The framework for therapeutic work:

This contract is the mutual agreement between us. It represents our commitment to work together. Please take time to read it carefully as the signed contract will be binding. If you have any questions or concerns, please ask me to clarify any issues before you sign.

Your appointments:

Your sessions will take place on the same day and at the same time each week and will last for 50 minutes. The date of your final session will be mutually agreed some time in advance in order to avoid a sudden or abrupt ending to therapy.

Financial arrangements:

The fee is part of our arrangement for therapeutic work. Fee: £120.00 per 50 minute session

Missed sessions: It is standard practice to charge the regular fee for sessions you miss or cancel, with or without notice. This means that all weekly sessions are paid for regardless of the cause of you missing them.

However, if you are unable to attend your usual appointment and you give me at least 24 hours notice, I will endeavour to re-schedule a replacement session in lieu of your regular session. If that is not possible, either because you cannot accept the alternative, or I don't have another session time to offer, you will still be charged for the missed session.

Negotiations over holiday times (school breaks) should be made well in advance in order to organise any possible replacement sessions.

Because of Covid 19, I will be conducting all sessions online via Skype, FaceTime or Zoom for the foreseeable future. Any face to face sessions will resume as soon as we agree it is safe to do so but online meetings are always available as an alternative.

You will not be expected to make a payment if I am not available.

Fees will increase in September of each year by an amount calculated by the government as a percentage increase in the 'cost of living'.

You will receive an invoice at the end of each month from my PA whose name is John Tudhope, email address john.tudhope@cantab.net. My bank account details for money transfers are on each invoice.

Insurance Cover:

I am a registered provider for most insurance companies (with the exception of BUPA) but you will be responsible for paying any difference between their contributions and my normal fee. Please speak to me about this if you have any questions about your liability.

If written or phone correspondence with other health professionals or insurance companies is required, I will charge a fee for my time equivalent to a portion of a session. This will also be true of phone or email conversations with parents if they require more than 10 minutes.

Confidentiality

Everything we say during a therapeutic session is strictly confidential, except in rare and unusual circumstances:

Information about you will only be disclosed without your consent when there is a critical risk of harm to yourself or others and I am required by law to break our confidential relationship. (If you are a young person under 16 years of age, I will occasionally communicate with your parents, but only after consulting with you and gaining your permission for what I intend to say. It will be important to discuss this more thoroughly during our first session together.)

I may deem it necessary to consult with a trusted senior colleague in order to maintain my standards of practice, but you will not be personally identifiable from the information I give to my peer supervisor.

I will also give your personal contact details to my PA who will ensure the information remains confidential. In the unlikely event of me becoming incapable of continuing our sessions, you will be notified and offered information about further professional help.

Code of Ethics

I am bound by the code of ethics of the United Kingdom Council for Psychotherapy (UKCP) and the British Association of Counselling and Psychotherapy (BACP). Copies of their ethical policies and complaints procedures are available from me, or from their websites.

Dates for your diary:

I will not be available for sessions during the following weeks during the 2020-2021 school year:

16 October 2020 to 1 November

18 December 2020 to 4 January 2021

12 February to 21 February

2 April to 18 April

25 June to 7 September

Client _____ Parent (if applicable) _____

Date _____

A new data protection law came into effect in May 2018 which requires that I ask for your permission to keep your personal contact details and emails. I intend to delete this information once our face-to-face or online contact is finished, but while we still have direct contact with each other I promise to keep this information completely confidential and will never give your details to anyone else without your explicit permission. If you are happy for me to hold this information while we work together, please sign below.

Signed _____ Date _____