

# Our working agreement

## Psychotherapy – Online and In-person

*Therapy services are conducted from the UK and therefore the rules and laws of the UK jurisdiction apply.*



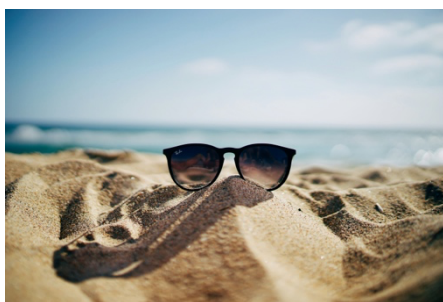
### Sessions

All appointments last the standard 50 minutes. After six sessions we'll conduct a review to see if you'd like to continue. It is important to allow time for ending. A minimum of one session should be given to closing. The longer the therapy, the more time we may need to end.



### Fees

The fee for an online session is £80. Sessions held in-person are £100. Sessions are payable in advance via bank transfer. Fees are reviewed annually, and three months' notice will be given for any increase.



### Cancellations & Holidays

Please provide a minimum of a week's notice if you're unable to attend your session. If possible, we will try to find an alternative time in the same week. Missed sessions without adequate notice are payable in full. This policy applies regardless of the frequency of your therapy. I will provide four weeks' notice of any planned holiday.

*Suzie Chick*

07904 565993, [suzie@suziechick.com](mailto:suzie@suziechick.com), [www.suziechick.com](http://www.suziechick.com)

*Registered member of BACP and UKCP*



## Online therapy

Please ensure your device has decent Wi-Fi connectivity, notifications are muted and that you are in a private, safe place for the duration of your session. If technology fails, please call me so we can make other arrangements. Please give 48 hours' notice if you'd like to convert an in-person session to one held online (and vice versa).



## Confidentiality

All information given in our work is treated as confidential, and I am ethically bound to protect this. I will only release named information about our work in exceptional circumstances (please see the FAQs page on my website for more information).



## Personal data

I am registered under the GDPR (2018) with the Information Commissioner's Office ([ico.org.uk](http://ico.org.uk)) (registration number ZA285092). As a client, your explicit consent will be sought (in the form of a privacy statement) as to the processing of your personal data.



## Insurance

I hold Professional Liability Insurance with Balens Insurance brokers who specialise in Civil Liability Insurance for professionals, this covers any premises in which I carry out my business.

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## Anti- Oppressive charter

I am committed to providing an anti-discriminatory service. I strive to ensure that this practice is present in all our work together.



## Supervision

All members of BACP and UKCP are required to have regular supervision. My work continues to be supervised to ensure that it is safe, ethical, and effective. Aspects of our work may be discussed during these sessions, but any identifiable details will be removed. My supervisor is a member of UKCP

and as such they are bound by the same confidentiality rules as myself.



## Other policies

Please consult the FAQs page on my website for my digital policy in relation to the use of technology and social media. I also have a clinical will in place if I am unable to work due to serious illness. Both BACP and UKCP have formal complaints procedures, details of which are on my website (please see the FAQs page).

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