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Therapeutic Contract

Thank you for choosing to work with me. This contract is not just a legal document, but sets out what you can expect from therapy, and from me as your psychologist and therapist. In turn, it also sets forth what I expect from you as a client. Please read it carefully as any confusions are best resolved at the beginning of the process.

Confidentiality

1. Any information shared between us (the client and the therapist) will remain strictly confidential. However, by law, I may have to breach confidentiality under the following circumstances:
 - If I am ordered to by the court
 - If a serious criminal act is about to be or has been committed
 - If there is a risk to a child
 - If there is a serious risk that you may harm yourself.

2. Documentation and notes relating to your case will be held confidentially and securely on file, for 3 years then destroyed. Should you or a third party acting on your behalf, and with your written consent, require a copy of these notes, I will charge an administration fee of £30, to be paid before they are released. The cost is to cover my time, and covering letters and postage.

3. My Clinical Supervisor is also my Practice Executive, and will receive all of my clients' names and contact details in the event of something happening to me.

Appointments & Fees

1. I will attend all arranged appointments, except in the case of an emergency or illness or in the event of other urgent circumstances. In order for your therapy to be effective to you, you will need to offer the same commitment, and attend frequently.
2. If you cannot make an appointment, I need 48 hour notice of cancellation. Sessions are still chargeable for cancellations received within the 48 hour period.
3. All sessions must be paid for at least one session in advance via online bank transfer. Therefore, payment for sessions must be made at the previous session, no later than 2 days prior. Provisional bookings can be made in advance, but cannot be confirmed in my diary until payment has been received. It is possible to make 'block payments' in advance, and secure preferred dates and times.
4. Should you cancel on the day of the appointment on two or more occasions I reserve the right to terminate therapy and give the appointment to another client.
5. If a pattern of scheduled cancellations emerges I reserve the right to terminate therapy or ask for payment for the scheduled cancellations.
6. I charge a £100 fee for an initial 50 minute consultation for individuals and £120 fee for an initial consultation for couples.
7. I charge a £100 fee for 50 minute therapy sessions for individuals and £120 fee for 50 minute therapy sessions for couples. If you decide to purchase a block of 10 sessions upfront, the fees are reduced to £85/50min session for individuals, and £105/50min session for couples. Further discounts are available if you decide to purchase a block of 20 sessions upfront (£30 off per session).
8. Should a third party agree to pay the fee and then fail to do so, you agree that you will accept responsibility for the fee. You would then be at liberty to pursue the third party for the return of the fee.
9. Arriving early for an appointment can disturb my preparation for you. I therefore ask that you do not arrive earlier than 5min for an appointment. There is a waiting room available for clients who arrive earlier than their appointment time.
10. I will not work with a client who attends the session under the influence of alcohol, non-prescribed drugs or while misusing prescribed drugs. Nevertheless, payment will be due for this appointment.

About Therapy

1. In general, my clients leave having had a good experience in therapy. Therapy is not necessarily an easy process, and many clients report that things can get worse before they get better. This is normal and not necessarily a sign that therapy is not working. However, if you feel that therapy is not meeting your needs, I expect you to raise this with me in a timely fashion.
2. As part of ongoing therapeutic work, you can expect that I will regularly undertake a review of progress. This is a normal part of the work of a therapist, and is an opportunity to discuss how we are working and, if necessary, change the focus or approach.
3. Different people have different expectations of therapy. I will give you opportunities to discuss your expectations, but sometimes there can still be a mismatch based on assumptions that have not been made explicit. If your expectations are not being met for any reason, you agree to let me know.
4. As your psychologist and therapist, I aspire to offer you the best service at all times. However, if at any stage, you feel I have made an error, you agree to let me know right away. You can expect that I will hear your concern, make an apology if appropriate, and then work together to resolve the problem.
5. Sessions are usually once a week in the first instance.
6. It is important to understand that therapy is not a process whereby I, as the therapist, 'do' something to you, the client, to effect change. I can offer you my skills and knowledge to help you make the changes you want in your life, but the responsibility for making those changes remain with you.
7. You understand that any suggestions made in therapy are offered 'as is' and that you are free to accept or reject those suggestions.
8. I often encourage clients to undertake tasks during the week to consolidate or enhance learning. Although you are, of course, free to interpret these suggestions any way you wish, it is my experience, backed up by research, that the clients who make the best progress are ones who constructively engage in such 'homework' tasks.
9. I may work with you in a number of different ways and bring many insights to bear from several different therapeutic traditions. If you do not find an approach useful it is your responsibility to let me know.
10. The research shows that it is the relationship between therapist and client, rather than techniques *per se*, that bring about useful change. For this reason, you can expect me to monitor our relationship and ask questions about it, including how you experience me as a therapist.

Code of Ethics

1. In entering therapy you understand that I work to the Code of Ethics of the British Psychological Society (BPS) and the Health & Care Professions Council (HCPC).
2. If at any point you feel I am working unethically or unprofessionally, the first thing to do is to raise the issue with me yourself. If you feel I have not resolved your concern satisfactorily, you can avail yourself of the complaints process with the HCPC.

General

1. Please be aware that my fees may rise each year. If this is the case I will give you at least a month's notice.
2. Any work undertaken outside of the agreed Therapeutic Hour is chargeable at a half hourly rate. This includes any work, in between sessions, involving the reading and/or responding to any communications accumulating to longer than 10 minutes e.g. telephone calls, emails, letters.
3. In order to end therapy in a way that is healthy to both my clients and I, one or two weeks' notice of ending therapy needs to be given.
4. You can contact me via my mobile or email. Generally speaking, I will return calls during office hours Monday to Friday. Please be aware however that I do not offer an emergency service. If you need to talk to me to book or rearrange an appointment I cannot guarantee to speak to you outside of our contracted appointment times. In the event that I am unable to speak with you, please leave me a voice message, E-mail or text and I will do my best to respond to you promptly. In turn, I expect the same from you.
5. In accordance with BPS guidelines, I receive supervision for the work I undertake with clients, and in signing this contract you agree that I can discuss your case with my supervisor. This is a normal part of therapeutic practice that all therapists undertake, and is primarily there to ensure I offer a high standard of care for you, the client. Readily identifying biographical details will not be mentioned in supervision to protect your confidentiality.

Read, understood and agreed by:

PRINT NAME: SIG:.....

DATE:.....

PRINT NAME: SIG:.....

DATE:.....

Thank you for taking the trouble to read through this contract, I hope it gives you a clear understanding of what to expect from therapy. If you have any questions or concerns, please raise these with me. Please take a further moment to complete the following contact details form.

Name	
Age & Date of Birth	
Nationality	
Occupation	
Address	
Home Telephone	
Work Telephone	
Mobile	
Email	
Emergency Contact	
G.P. Name	
G.P. Address	
Psychiatrist (If Relevant)	
Psychiatrist Address (If Relevant)	
Health Conditions	
Medications	
How did you learn about this practice?	