**The Mind Bridge Therapy Ltd.**

**Therapy Agreement for Adult Clients**

In agreeing to undertake therapy with me, you can expect that I will offer you a professional, friendly, confidential and reliable service. I understand the huge emotional investment that therapy asks of you, and I will always endeavour to provide the most up to date and effective service.

**What is Hypnotherapy?**

Hypnotherapy uses the trance state, the half-awake and half-asleep comfortable feeling we experience when watching television or drifting off in a lecture.

In a trance state, the conscious mind likes to drift off, whilst the unconscious mind is always taking in information in the background. This is a great opportunity to change automatic behaviours or patterns of belief to be compatible with the life we want to lead.

Most hypnotherapy interventions work in the lightest of trances, so it does not matter how ‘hypnotisable’ you are. All human beings go in and out of trance states throughout our day several times. Whilst being in trance you are fully aware and in control of yourself, and at any point can open your eyes and be fully awake. Most people find trance states to be very enjoyable, relaxing and interesting!

**Membership and Insurance**

I am a Hypnotherapist and a member of The National Society of Talking Therapies (NSTT). I abide by the Codes of Ethics of The UK Council for Psychotherapy (UKCP). A copy of the code of practice and ethics are available on request and can be viewed on the UKCPs website. I am also insured as a hypnotherapy and psychotherapy practitioner with Balens insurance.

**Confidentiality**

Hypnotherapy is highly confidential and is carried out within strict professional boundaries. Confidentiality will be strictly upheld in line with The UK Council for Psychotherapy (UKCP) code of ethics, the NSTT code of ethics, and the UK legal requirements.

There are circumstances when I may be legally required to break confidentiality. It's important that you know that confidentiality does not apply where it would mean that I, as your therapist, might break the law by withholding information, such as if:

* I become aware of information which I either know or believe might help prevent another person carrying out an act of terrorism, or might help in bringing a terrorist to justice in the UK, or about specified activities related to money and property used to assist terrorist activities.
* I am informed by someone girl under the age of 18 that they have undergone an act of female genital mutilation.
* The police request information about the driver of a vehicle at the time of an offence it must be disclosed by me as failure to do so would constitute a criminal offence on my part.
* I become aware of drug trafficking or money laundering that may be required to be reported under the Drug Trafficking Act 1994, Proceeds of Crime Act 2002 or the Money Laundering Regulations 2007, if this happens, I may seek legal advice as to any statutory duty.
* I must disclose information that I am ordered to by a court or by a statutory request for access to personal data made under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
* The Drug Trafficking Act (1986) requires me to disclose to the police information of any individual making money through drug trafficking.

In rare circumstances, including where I have good grounds for believing that you may cause serious harm to others, if you tell me of others who are at risk of imminent harm or I have concern for your immediate wellbeing, I may feel ethically obliged to inform relevant safeguarding services, or other critical persons in order to ensure your/their safety. I will usually discuss this with you where possible.

I may break our normal confidentiality if I become aware (or have good reason to suspect) that you have knowledge of:

* A past, present or future incident/situation that may be dangerous or harmful to you, another adult or a child and that is not known to the relevant authorities.
* Future or past criminal activity that has not been resolved in law. This means any criminal activity, of which the relevant authorities are either unaware or a case they know about which they consider not to be closed (provided you do not present information in therapy which would reasonably re-open the case). This does not include parking or traffic offences unless there is intent, by you or anyone else, to cause danger to yourself or others, or that it is deemed to be a serious offence.

In such circumstances, I will work with you to see if we can work together to make appropriate disclosures. For our purposes a serious offence is:

‘Murder, manslaughter, rape, treason, kidnapping, child abuse or other cases where individuals have suffered serious harm or there is serious harm to the security of the state or to public order and crimes that involve substantial financial gain and loss.'

**Supervision**: As part of my code(s) of practice I am required to engage in regular on-going supervision. This is to ensure an ethical and professional service to clients. Therefore, my supervisor is the one person with whom I regularly discuss the content of therapeutic sessions. My supervisor is held to strict confidentiality, and is required to comply with the UK-GDPR (2021) and the Data Protection Act (2018). In the unlikely event of my sudden incapacity, illness or death, my client files will be transferred to my supervisor, who will be given access on an as-needed basis, in order to inform and offer ongoing care to clients on my behalf.

**Doctor/GP**: I may talk or write to your GP but I will not give any personal details beyond what we are working on, and only with your prior consent. If I were to become concerned for your safety I may decide to contact your GP or emergency services.

**Research**: If I wish to share aspects of our work together in other contexts, such as research, I will only do so with your explicit consent.

Please see the **Therapy Privacy Policy** provided for details of how our session notes are recorded and stored in line with UK-GDPR (2021) and the Data Protection Act (2018) requirements.

As I process special category data, in order to work together **I will require you to sign a copy of the Therapy Privacy Policy,** to show that you understand and consent to how your data will be collected and processed.

**Who I work with**

I only work with adult clients; those aged eighteen and over. I do not work with children, couples or families.

I will only work within the scope of my practice. In some instances, if I do not feel that I would be the best fit for your needs I may refer you to another practitioner.

Please note I am unable to work with clients overseas. This includes where you might be in another country for short periods, such as holidays. This is because I do not hold the relevant insurance for overseas remote therapy, as well as international laws which may apply to remote therapy.

**Hypnotherapy is not a substitute for professional medical care**

Hypnotherapy acts as a complementary therapy, not an alternative, to professional health care. If you have a medical condition, you should always seek advice from your GP or other healthcare provider.

**Record keeping**

I am guided by the UK-GDPR (2021) and the Data Protection Act (2018) in terms of my record keeping systems. Please see the **Therapy Privacy Policy** for full details of how our session notes are recorded and stored. Full details of how your data is collected, stored and deleted is available in **Therapy Privacy Policy**. A current copy of the **Therapy Privacy Policy** is downloadable from my website at <https://www.themindbridge.co.uk/policies>

**Payment policy**

You are asked to pay by bank transfer before the session or by card payment or cash at the time of the session.

**The Mind Bridge Therapy Ltd**

Sort code**: 60-83-71**

Account number: **71156627**

Bank: **Starling Bank**

I do not accept e-currency such as bitcoin. I reserve the right to suspend our sessions if payments have not been made for previous sessions.

**Cancellation policy**

If you need to cancel a therapy session for any reason, **I require 48 hours’ notice.** This enables me to offer that appointment to someone else. If 24 hours’ notice is not given, then full payment for the missed session will be charged. This is subject to individual consideration and at my discretion. Thank you for your understanding and cooperation.

**Contact between sessions**

I respond to calls and texts during my work hours between 10AM and 8PM.

I do not offer a crisis support service in between sessions, and usually I ask that all contact takes place within session times. You are very welcome to discuss with me if you feel you need contact between sessions. If so, we can arrange an appropriate agreement for between session contact.

If you need to cancel or change an appointment, then you are welcome to call, email or text me for this purpose.

**Taking breaks**

I usually take 6 weeks of holiday per year, (usually during August and across the Christmas period). You will be notified of any holidays to be taken by myself well in advance. I will always aim to give you four weeks’ notice of a cancelled session. However, there may also be occasions when sessions may be cancelled because of illness or because of attending training sessions or meetings. I will try to give you as much notice as possible of any cancellation and will offer an alternative time. Therefore, please notify me of any change in contact details. You will not be asked to pay for appointments that I have cancelled.

**Raising a concern**

If you have a concern about our sessions, the best approach would be to discuss that concern with me during a session, or via email or telephone. Discussing reactions to the therapeutic process, whether these are positive or negative can be an important part of therapy. I am always open to feedback and often this kind of discussion can become an important part of the therapeutic process.

If you feel there is an ethical issue with my practice, you can file a complaint with The National Society of Talking Therapies (NSTT) who will investigate complaints and may take action on your behalf. Please note that it is possible that details of therapy may be revealed as a requirement of the investigation.

**Ending our sessions**

Deciding when your therapy ends will depend on when you feel ready to say goodbye. This can be an ongoing discussion between us. Closing off therapeutic work is an important part of the process, so please do allow for a closing session to conclude our work together.

## **Please sign and date below to indicate that you accept this agreement. A digital signature (or your handwritten name and signature) is acceptable.**

**I have read, understood and consent to this therapy agreement with The Mind Bridge Therapy Ltd.**

**Print Name: Signature:**

**Date:** / /