



Sheffield Trauma Centre Contract

This contract is to be agreed between a Sheffield Trauma Centre therapist and an individual client when commencing therapy together.

Some aspects are open to negotiation with individuals at any time and can be adjusted to meet individual needs.

However, this does not apply to aspects of the contract that are either ethical or legal requirements.

This contract is for one to one therapy, of any kind, offered by therapists at the Sheffield Trauma Centre.

If specific agreements are needed for specific therapies, these will be discussed and agreed before commencing such therapies.

Confidentiality

- All professional and clinical issues discussed are confidential and not to be discussed outside of the session. The exceptions to this are where it is pre-agreed with the client, where professional malpractice may be evident, if requested by a court of law, coroner's office or professional body, or if the client discloses current safeguarding issues.
- The other exception is when the progress of cases are discussed with a clinical supervisor. All our therapists are in supervision to maintain the quality of our work, and this is normal practice among professional psychotherapists. In cases where casework is taken to supervision, client details are anonymized.
- We do not normally record adult therapy sessions, but may need to record or video child sessions occasionally. Where recordings of sessions do take place, this must be agreed with and have the informed consent of the client, carer or professional and agency, Arrangements would also be made to destroy any recordings. It is our responsibility to ensure this process is followed.
- Any notes taken in sessions by your therapist will be kept in a locked cabinet in accordance with the Data Protection Act (1998) and will be destroyed after 7 years.
- In the event of a therapist being incapacitated a colleague will access these notes to offer you alternative support.

Aims of therapy

These will be agreed with you, the client, early in therapy. However, it is very much our experience that, especially with trauma therapy, the goals and aims of the work may change significantly over time.

In fact, it often happens that what appears to be the focus of therapy at the start may change completely.

There will be a therapeutic reason for this happening, and we will usually notice and explain when this happens, but please feel free to raise this if it is of any concern.

Practical Arrangements

- We normally work on a weekly basis, at the same time, on the same day of the week. Any exceptions to this would have to be negotiated
- Sessions will take place at The Sheffield Trauma Centre or online if necessary
- Please check the "Fees" section of our website for our current fees (www.sheffieldtrauma.com). Payment to be made in advance, (or on the day for cash payments). Any changes to be agreed in advance. We rarely change our fees, and once you have started therapy with us any increases to these fees will be discussed with you at least three months in advance.

Attendance

It is the nature of life, of therapy and particularly of trauma therapy, that our clients can sometimes have complicated or disruptive/disrupted lifestyles.

Therapy, though, needs to be a safe, regular and consistent place, and we aim to provide an environment where this is possible.

We do whatever we can to offer the same time, same room and same day, every week, to help you more calmly look at whatever issues brought you to us.

If life intrudes, it can place this calm space at risk, but even if you find it difficult to attend a session, your therapist will still be there and will hold the space for you in your absence if necessary.

So this means that, in the same way that your therapist has committed to be there for you, it is essential that you make every effort to respect your time in therapy as well by attending your appointments for the sessions you have arranged.

For people whose therapy has been arranged by the courts or an external agency, we will charge for all sessions whether you attend or not, and are required to tell the agency concerned about any absences if they ask.

For privately paying clients, where significant external circumstances which may affect regular attendance are known about in advance of therapy – shift patterns, pregnancy, etc. – we will discuss this at the start of therapy. However, in all other cases sessions which are cancelled without advanced discussion and agreement will be charged at half the session rate or full session rate if cancelled within 24 hours of the session.

Obviously, we also understand that we all need a break from time to time, and reasonable agreed holiday breaks are a part of any contract. We will always try to give you as much notice as possible of any breaks arranged by your therapist, and we expect the same in return.

Your therapist's Ethical framework

We work within the UKCP ethical framework. These guidelines are available on the UKCP website, as is the complaints procedure, should you need it.

Steps in the case of a breakdown of the therapeutic relationship

In the event of inappropriate behaviour by the client or therapist, this should be discussed together initially, if not resolved then it will pass to the UKCP.

The client and therapist are both responsible for their relationship but if there are difficulties which cannot be resolved within the relationship please ask your therapist to arrange a meeting with another member of the Sheffield Trauma Centre staff team. This may help clear issues or they may suggest a mediated session with your therapist to help clear any difficulties, should you agree. Failing this we would arrange an independent therapist to try to help things out.

I have read and discussed and agree to this contract, and agree that changes may be made during the life of the contract with the mutual agreement of both parties.

Signed

Therapist Name Date

Signature

Client Name Date

Signature