



Rosalind Sharples
MSc (psychotherapy)
CTA(P), PTSTA(P)
Tycanol, Brynberian
Crymych
Pembrokeshire
SA413TZ

Client/Couples/Group/Supervision Contract:

Your Name:

Your Address:

Your Phone Number:

Your Email:

Therapist Name: *Rosalind Sharples MSc (psychotherapy), CTA(p) PTSTA(p)*

Practice Address: Tycanol, Brynberian, Crymych, Pembrokeshire SA413TZ

Phone Number: 07747752334

Email: Rosalind.sharples@me.com

Website: <https://www.waysofbeingyou.com>

Confidentiality, a 'Safe Space' to meet.

Our sessions together are confidential; this means that I will not discuss our work outside the session except in certain circumstances;

1. If I believe that a child or vulnerable adult is in danger.
2. If I believe that you are at serious risk of harm to yourself or to others.
3. If you give consent for me to break confidentiality, for example if it is useful for your case to be discussed with your GP.
4. If you disclose that you are breaking the law, for example drug trafficking, terrorism or money laundering. I am then legally required to inform the police.

I also attend supervision sessions to maintain my own good practice and will discuss elements of my work with my supervisor on a regular basis. Again, this information is completely confidential and anonymous and is fundamental to good practice. I also have a professional will. This means that if something should happen to me, your contact details (and not your therapy notes) would be passed on to my colleague Rowena Lucas. She would then contact you.

- I keep your personal contact information separate to any session notes that I keep. I keep your personal contact information in a locked cabinet when not in use.
- Session notes are stored in separate folders on Dropbox which is encrypted. These are cryptic notes and I use your first name and no contact details on these. My computer is also password protected and I am the only one that uses it.
- I keep personal contact information and these notes for up to seven years and then they are destroyed. This is in line with the regulations of the UKCP my governing body and Oxygen, my insurance company.
- Emails, text messages and voice mail are kept on my phone which is password protected and is only for my use.

Ways of Being Ltd (12902980)
Tycanol, Brynberian
Crymych
Pembrokeshire SA413TZ

I do/do not agree to contact details being kept for seven years.
I do/do not agree to session notes being kept on drop box for seven years.
I do/do not agree to my personal details being shared via a professional will should something happen to Rosalind Sharples

Complaints:

I am a registered psychotherapist, trainer and supervisor registered with the UKCP, UKATA and EATA. I abide by their ethical guidelines. I will make available the complaints procedure upon request.

Fees:

My fee is £65 for individuals (50 minutes, with additional time for arriving and ending), £90 for couples (75 minutes, with additional time for arriving and ending) and £40 a head for groups (for two-hour sessions).
I accept cash or BACS payment. **I appreciate payment before the session**, either with cash or BACS. This is the same for psychotherapy or supervision.

Bank Details:

Account name: Ways of Being Ltd
Account Number: 14588039
Sort Code: 04-06-05

Appointments:

I aim for appointments to be as regular as possible. This regularity helps to develop the sense of safety and commitment.
I will give you as much notice as possible should this change (I aim to give at least a week's notice unless I am ill or there is an unforeseen emergency.)

If you anticipate missing a session, please give at least 48 hours on working days to avoid paying the full fee. (We can then reschedule). At the weekends I would like to be notified on a Friday if you can't come on the Monday to avoid paying the full fee.
I also offer zoom sessions online as an alternative.

Therapeutic Contract:

During the initial assessment we will decide on an initial Therapeutic Contract and start to determine a focus for our work together. Sometimes it is helpful to establish a time frame for this.

Therapy is a transformative process, and this works best when you to commit to your personal growth.

Signed:

Dated:

(For Couples)

Signed:

Dated: