

Administrative Contract

It is important that you read and understand this document. Having that knowledge and understanding will contribute to a feeling of safety in our work together.

This contract defines the details of how we will work together. It is a contract between me, Joe Mattinson, and you.

1. Sessions

- 1.1. A 'session' is a 50 minute period starting at a time agreed between us.
- 1.2. We will usually agree a weekly recurring session time and book that session either for a set number of weeks or as an ongoing agreement; this can be reviewed as we go.
Doing this provides certainty for both of us around when we will meet. It also allows us to plan our work together, as required.
- 1.3. Sessions will always end on time, even if we start late, whatever the reason.
- 1.4. Sessions cancelled by you with more than 24 hours notice will not be charged to you. Any cancellation with less than 24 hours notice will be charged at full price.
- 1.5. Sessions that you miss (i.e. that are not cancelled and which you do not attend) will be charged at the same rate as if you attended.
- 1.6. Sessions cancelled by me at any time will not be charged to you.

2. Venue

- 2.1. I am not currently working face-to-face because of the CoViD-19 pandemic.
- 2.2. If we are working on the telephone I will call you at an agreed time and day each week.
 - 2.2.1. If I am unable to get through to you I will retry your number every five minutes until 20 minutes past the start time of the session.
- 2.3. If we are working on Zoom I will set up a recurring meeting for us to attend at the same time and day each week.
 - 2.3.1. If you do not attend the Zoom meeting and have not communicated with me after 20 minutes I will terminate the meeting.
- 2.4. If you have not attended or made contact within the first 20 minutes of a scheduled session I will consider the session missed. It will be charged at our usual rate.
Our future sessions will be unaffected.

3. Communication

- 3.1. Outside of our sessions please communicate with me via my email address joemtherapy@gmail.com
This email address is never checked outside the hours of 8am to 7pm, and may not be checked over weekends.
As soon as I have seen an email I will respond.
- 3.2. Communications outside our sessions shall be limited to 'admin'.

- 3.3. Outside of our sessions I will communicate with you via email unless we agree otherwise.
- 3.4. If you are in a situation where private communication is difficult to achieve we can explore ways to work around that.
- 3.5. Telephone is not a reliable way to contact me. My work phone is always on 'do not disturb' and is not checked for messages when I am not working.
- 3.6. This is not an emergency contact number, and I am not an emergency contact.**

4. Payment

- 4.1. Payment shall be made in advance or at the end of each session.
- 4.2. Sessions are charged at £60 per session; this is subject to regular review.
- 4.3. I will inform you in our sessions in advance of any changes to my rate.
- 4.4. Payment is made to:
JoeM Consulting Limited
Sort Code: 60-83-71
Account: 1934 5507

5. Confidentiality

- 5.1. The contents of our sessions are confidential and will remain so, with the following caveats:
 - 5.1.1. Professional counsellors and psychotherapists are required to have Clinical Supervision; this is a regular confidential meeting of professionals in which we discuss themes and material in our client work.
 - 5.1.2. If I believe that you or others are in danger or at risk of harm I may contact relevant services and share relevant information with them.
 - 5.1.3. If I am ever legally required to disclose information I will do so.
- 5.2. I may ask to record our sessions; I will never record a session without your express permission.
- 5.3. Any notes I keep (which are minimal) are kept in a locked cabinet and are not readily identifiable with you by anyone except me.
- 5.4.

6. Business Details

- 6.1. I trade under a limited company called 'Joem Consulting Limited', Company No. 12215898.
- 6.2. I am appropriately insured with Howden Insurance Brokers

Signed by: Joe Mattinson

Date.....

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Signed by:

Date.....

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