

# Therapy Agreement – Design Your Mind

Therapist: Melisa Adams

Qualifications: BSc (Hons) Psychology, MSc Integrative Therapy

Professional Registration: BACP Accredited Psychotherapist

Contact: [info@designyourmind.co.uk](mailto:info@designyourmind.co.uk)

Session Format: Online or telephone (via secure platform or phone)

## call **Welcome**

Thank you for choosing to begin therapy with me. I understand it can feel daunting to open up, especially if it's your first time. Please know that I offer a warm, relaxed, and non-judgemental space where you can talk openly, at your own pace. This agreement outlines the practical and ethical framework for how we'll work together.

## **Purpose of Therapy**

Therapy is a confidential, collaborative space to explore your thoughts, emotions, behaviours, and relationships. Together, we can work through challenges, gain insight, and move toward meaningful change. I tailor sessions to your individual needs using integrative methods, and I work ethically and safely under the BACP Ethical Framework.

## **Session Details**

Individual Therapy: £70 for 50 minutes

Couples Therapy: £95 for 60 minutes

Sessions are usually weekly unless agreed otherwise. The number and frequency of sessions will be reviewed regularly.

## **Online Video Sessions**

All online sessions are held using the secure Doxy.me platform.

Session Link: <https://doxy.me/session321>

This is your personal, confidential link and will remain the same for every session. No downloads are required. At your scheduled time, simply click the link, type in your name, and wait in the virtual waiting room until I join you.

## **Telephone Sessions**

If you've requested telephone sessions, I will call you at the agreed time using the number you provide. Please ensure you're in a quiet, private space free from interruptions.

## **Payment Details**

Payment is required in advance or on the day of the session via bank transfer.

Bank Transfer Details:

Account Name: Miss Melisa Adams – Design Your Mind

Sort Code: 51-81-34

Account Number: 96691530

Reference: Please use your name and session date (e.g., Smith12June)

### **Cancellation & Rescheduling Policy**

A minimum of 48 hours' notice is required to cancel or reschedule.

Sessions cancelled with less than 48 hours' notice, or missed without notice, will be charged in full.

### **Confidentiality**

Your sessions are confidential and held in line with BACP guidelines. Confidentiality may only be broken if:

- You or someone else is at serious risk of harm
- There is a legal obligation to share information
- You give written permission to share specific information

We can discuss any concerns about confidentiality during your sessions. **Data Protection**

Your information is stored securely and handled according to GDPR. I keep brief, anonymised notes for professional accountability.

### **Communication Between Sessions**

You may email me to cancel, reschedule, or ask brief practical questions. I do not provide therapy support between sessions.

In a mental health crisis, please contact your GP, 111, Samaritans (116 123), or local emergency services.

### **Professional Standards & Supervision**

I receive regular clinical supervision in line with BACP requirements to ensure safe and effective practice.

I am committed to ongoing professional development and reflective practice.

### **Ending Therapy**

You may end therapy at any time. Ideally, we'll plan a final session to reflect on your

progress and ensure a safe closure.

I may also end therapy in circumstances such as ongoing non-attendance, a conflict of interest, or ethical concerns—with appropriate notice.

### **Client Declaration**

By confirming this agreement, you acknowledge that:

- You understand and accept the terms of this agreement
- You agree to make payment and give 48 hours' notice for cancellations
- You understand the confidentiality terms and data protection policy
- You are comfortable using the secure Doxy.me link or telephone for sessions

Client Name:

Date: