

Couples and Family Therapy Agreement

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Therapist
Fee
Delivery
Participants

Melisa Adams
£90 for a 60-minute session
Online video or telephone
All regular participants must sign

Who the client is

The client is the relationship or family system, not one participant alone. I aim to work impartially and will not act as an advocate, investigator, mediator, expert witness or individual therapist for one participant within the same piece of work. We will agree the participants, goals and arrangements at the outset and review them if membership changes.

Shared confidentiality and the no-secrets policy

Information relevant to the joint work cannot be guaranteed as a permanent secret from another participant. If one person contacts me separately or discloses material information in an individual meeting, I will consider its relevance, safety and the therapeutic purpose. I may ask that person to bring it into the joint work, support them to do so, or pause the work. I will not routinely pass on logistical or clearly personal information that is not material to the joint work, but I cannot promise to hold information that makes the work misleading, unsafe or unethical.

Each participant controls their own conduct outside sessions. I cannot guarantee that another participant will keep session material confidential. Participants agree not to use therapy content to threaten, shame, harass or publicly identify another person.

Individual contact and records

Separate contact or meetings occur only when clinically appropriate and agreed. They remain part of the couples or family work unless a separate written contract is made. I keep a joint record and may also record the source of information. A request for access may require redaction or withholding of information about another person. One participant cannot require deletion or disclosure of another participant's information.

Safety, coercion and suitability

Joint therapy may be unsuitable where there is coercive control, intimidation, active violence, an unsafe power imbalance or another serious risk. I may meet participants separately for assessment, recommend specialist support, adjust the format, or stop joint work. Therapy must not be used to pressure another participant to remain in a relationship or accept a predetermined outcome.

Sessions, payment and cancellation

Sessions cost £90 for 60 minutes. The person named below as fee payer is responsible for payment unless otherwise agreed. At least 48 hours' notice is required to cancel or rearrange. A cancellation by any participant normally cancels the joint session and the full fee may apply. Exceptional circumstances will be considered fairly.

Confidentiality and its limits

Sessions are confidential, but confidentiality is not absolute. I may share the minimum necessary information where you authorise it, where law or a court requires it, for safeguarding, where I reasonably believe there is a serious risk of harm, or to establish, exercise or defend legal claims. Where possible and safe, I will discuss a proposed disclosure with you first. Client work is discussed in clinical supervision with identifying details minimised.

No recording, transcription or AI tools

No participant may audio-record, video-record, photograph, live-stream or transcribe a session, or allow an AI notetaker, meeting assistant, bot or automated summary tool to join it, unless a separate written agreement has been made in advance. Any agreed recording must have a defined purpose, lawful basis, access controls, retention period and secure deletion plan. Undisclosed recording may lead to the session being stopped and the working agreement reviewed, with safety and fairness considered.

Online and telephone sessions

Join from a private place using a secure device and connection. At the start I may confirm your current location and emergency contact. Tell me before a session if you are outside the UK because legal, insurance, safeguarding or

professional restrictions may affect whether the session can proceed. If technology fails, we may continue by telephone or rearrange by agreement.

Emergencies

This is not an emergency or 24-hour service and messages may not be read immediately. If anyone is in immediate danger, call 999 or attend A&E. For urgent mental-health support contact a GP, NHS 111, the local crisis service or Samaritans on 116 123.

Decisions, endings and legal requests

Important decisions remain the participants' responsibility. I do not decide child arrangements, assess credibility or provide legal advice. If participants separate, we will review whether therapy should continue and in what form. Letters, reports, records requests, court work and liaison are outside the session fee and require a separate written agreement. I cannot guarantee support for a particular legal position.

Electronic acceptance and signatures

Electronic acceptance has the same purpose as signing a paper copy. The completed record should identify this document's title and version, the signer's name, signature, date and submission audit trail. Each signer must receive a completed copy.

- ☐ We have read and understood the agreement and Privacy Notice.
- ☐ We understand who the client is and accept the shared-confidentiality and no-secrets policy.
- ☐ We agree not to record, transcribe or use AI tools in sessions without prior written agreement.

Full name

Email address

Electronic signature

Date

Participant details

Participant 1 name/signature/date: _____

Participant 2 name/signature/date: _____

Other participant name/signature/date: _____

Agreed fee payer: _____