



## **CEAACC Therapeutic Agreement 2026**

Please read the points below carefully and discuss any questions with your therapist.

If the client is under 18 years of age, a parent or legal guardian must read and sign on their behalf

- ✓ You understand that you have been offered (please tick/complete):
  - Weekly
  - Fortnightly
  - Other:
- ✓ Counselling/ therapy sessions with (insert counsellors name here):
- ✓ Group therapy sessions with (insert counsellors name here):
- ✓ Expressive art with (insert counsellors name here):
- ✓ The length of counselling/ sessions will be discussed & reviewed approximately monthly/ as discussed.
- ✓ Adult sessions are 60 minutes
- ✓ For primary and some secondary school young people, sessions are 50 minutes with a 10-minute feedback time at the end with carers/ parents (as appropriate).
- ✓ Feedback is communicated with carers, guardians, and parents between sessions appropriately.
- ✓ For group sessions and workshops, length of session may vary according to type of workshop and individual needs.
- ✓ The cost of counselling for children, young people, and adults is **£50** /hour (face-to-face/video).
- ✓ The cost of counselling for couples is **£70**/ hour (face-to-face/video).
- ✓ The cost of counselling for home and school visits is **£70**/hour. (Please note, the increased fee for these sessions is to cover essential time and travel costs.)

- ✓ If you are unable to attend a session, please inform your therapist 7 days before your next appointment, or as soon as possible.
- ✓ If you are unable to attend a group session or workshop, please contact the centre as soon as possible in advance: [contactus@ceaacc.com](mailto:contactus@ceaacc.com) or call: 01353 66 48 45
- ✓ A cancellation charge of 50% of the session fee will occur if appointments are cancelled/ not attended with less than **72 hours' notice**. As a Community Interest Company C.I.C, our cancellation fee is a not-for-profit need to cover essential costs.
- ✓ If you do not attend a session, your therapist will make follow-up contact with you using your preferred contact details (please provide at end of form) after approx. 15 minutes.
- ✓ CEAACC works with individuals who have compromised immune systems & high-risk health conditions. To keep the centre as safe as possible for everyone's health, we ask clients to respect a 48-hour rule regarding **sickness & diarrhea**. In the event of these viruses, please contact the centre as soon as possible: telephone 01353 664 845 or email: [contactus@ceaacc.com](mailto:contactus@ceaacc.com)
- ✓ CEAACC works with individuals who have compromised immune systems & high-risk health conditions. To keep the centre as safe as possible for everyone's health, we ask clients to **not** to attend a face-to-face session if they are testing **Covid-19 positive**. If you feel well enough to do so, an online/ phone session may be offered instead. Please contact the centre as soon as possible: telephone 01353 664 845 or email: [contactus@ceaacc.com](mailto:contactus@ceaacc.com)
- ✓ Our Covid-19 Risk Assessment/Policy can be found on our website: <https://www.ceaacc.com/resources>
- ✓ Your therapist will inform you if they are unable to provide a session at least 7 days before the next session, or as soon as practicable.
- ✓ If your therapist needs to cancel your session with less than 72hrs, a 50% discount will be applied to your next appointment.
- ✓ Your therapist will re-schedule your appointment with you as soon as possible.
- ✓ You understand that counselling/therapy is a **confidential service**. However, you realise that your information may be shared in the following circumstances:
  - Between the practitioner and their clinical supervisor.
  - If the practitioner is ordered by the court of law.
  - In cases of criminal activity.
  - If you are at risk to yourself/someone else.
  - If you/someone else is at risk from others.
- ✓ Information might also, after discussion with you, be shared:
  - With other professionals or important people in your life.
- ✓ You understand that your therapist will keep notes on your sessions. This information is used to support your needs and enquiries.

Please clarify any information as needed with CEAACC: [contactus@ceaacc.com](mailto:contactus@ceaacc.com)

## **Art Materials and Protective Clothing :**

Cambridgeshire Expressive Arts and Counselling Centre C.I.C (CEAACC) offers the use of art and creative materials in sessions with children, young people, and adults.

Expressive arts focus on using media to develop emotional expression and insight versus focusing on a finished product.

Your therapist will talk to you more about the use of expressive art therapies in sessions, and the types of materials available at CEAACC. Please let us know if you/ your child has any **allergies** we need to be aware of:

We recommend wearing suitable clothes for art making, or to wear an apron or overalls in sessions.

For primary school children, an over-sized T-shirt works well to protect clothes/ uniforms.

Please note, whilst CEAACC is careful when using art materials, and aims to prevent any damage/ mess to clothes, we are not responsible for any damage to clothing that occurs in sessions.

## **Counselling/ Therapy Rooms:**

Cambridgeshire Expressive Arts and Counselling Centre C.I.C (CEAACC) aims to provide a consistent and safe environment for clients.

However, there may be weeks that we need to change rooms in the centre for your session.

Your therapist will talk to you about this and can show you the other counselling/therapy rooms available at CEAACC.

Please let us know if you have any immediate questions or concerns about this: [contactus@ceaacc.com](mailto:contactus@ceaacc.com)

## **COVID19**

Cambridgeshire Expressive Arts and Counselling Centre C.I.C (CEAACC) follows Government guidelines for COVID19 and aims to provide a safe environment for all clients.

However, there is always a possible risk of COVID19, and CEAACC is not legally responsible for any exposure to COVID19.

CEAACC works with individuals who have compromised immune systems & high-risk health conditions. To keep the centre as safe as possible for everyone's health, we ask clients to **not** to attend a face-to-face session if they are testing **Covid-19 positive**. If you feel well enough to do so, an online/ phone session may be offered instead. Please contact the centre as soon as possible: telephone 01353 664 845 or email: [contactus@ceaacc.com](mailto:contactus@ceaacc.com)

Please see our **COVID -19 Risk Assessment/Policy** under our **Resources** page on our website for more information: <https://www.ceaacc.com/resources>

In the event of face-to-face sessions not being possible due to government guidance, CEAACC will endeavor to provide flexible counselling options via phone and video for clients.

Please note that CEAACC follows Government guidance and will update it's practice and policies as necessary.

## **Our Values:**

- C** Caring, Compassionate, Community-Centred
- E** Empathetic, Encouraging Expression, Embedding Equality
- A** Accepting and Accessible to All
- A** A place that prioritises safeguarding
- C** Counselling & creativity
- C** Collaborative Mental Health Change

## **Senior Leadership Team**

Eleanor Port-Burke, Director, DSL, Therapist MBACP (Accred)

Stephen Port-Burke, Financial Manager [stephenceaacc@mail.com](mailto:stephenceaacc@mail.com)

Kim Lyons, Centre Administrator [contactus@ceaacc.com](mailto:contactus@ceaacc.com)

## **Main CEAACC Contact Information:**

Office: 01353 664 845 [contactus@ceaacc.com](mailto:contactus@ceaacc.com)

Please note, whilst CEAACC runs a 7 day/ week service, the Admin Office is staffed:

Monday- Saturday 9am-1pm.

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### **I understand the information in this agreement:**

**Client's name:**.....

**Client's signature:**.....

If the client is under 18, carer's/parent's name and signature:

.....

**Date:**.....

**Practitioner name:**.....

**Practitioner Signature:**.....

**Date:**     /     /2026

## Contact Information

**Client's Name:**.....

Parent's name (if under 18):.....

Client's Age and Date of Birth:.....

Address:.....

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Phone:.....

Mobile:.....

Email:.....

I am happy to be contacted on WhatsApp: Yes No (Please circle)

I am happy to be contacted via text message:                      Yes        No        (Please circle)

**What is the best way to contact you (e.g. email, landline, mobile, WhatsApp, text)?**

**Any medical condition you would like CEAACC to know about (please circle): NO / YES**

If yes, what information would be helpful for us to know?

**Emergency Contact:**

Name:.....

Relation:.....

Contact number (s):.....

GP Surgery.....

**How did you hear about CEAACC (please tick)?**

### Word of mouth recommendation

Social Media Eg: Facebook / Instagram

Internet search

GP / Healthcare professional referral

Poster / Flier / Radio advertisement

School recommendation

Other (please state) .....