



Cambridgeshire Expressive Arts and Counselling Centre C.I.C

Butchers Row, Ely, Cambridgeshire, CB7 4NA

01353 664 845 CEAACCEnquiries@mail.com www.ceaacc.com

CEAACC Therapeutic Agreement 2024

Please read the points below 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

- ✓ You understand that you have been offered (please tick/complete):
 - Weekly
 - Bi-weekly
 - Other:
- ✓ Counselling sessions with (name of therapist):

- ✓ The length of counselling will be discussed & reviewed 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.
- ✓ Feedback is communicated with carers, guardians, and parents between sessions appropriately.
- ✓ The cost of counselling for children, young people, and adults is **£50** /hour (face-to-face/video).
- ✓ The cost of counselling for couples is **£65**/ hour (face-to-face/video).
- ✓ The cost of counselling for home visits is **£65**/hour. Please note, the increased fee for these sessions is cover essential time and travel costs.
- ✓ The cost of counselling for school visits is **£65**/hour. The cost of counselling for home visits is **£65**/hour. Please note, the increased fee for these sessions is 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.

- ✓ 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: CEAACCenquiries@mail.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: CEAACCenquiries@mail.com
- ✓ Please contact the CEAACC Office for a copy of our Covid-19 Risk Assessment/Policy. Or 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 possible.
- ✓ If your therapist needs to cancel your session in less than 72hrs, a 50% discount will be applied to your next appointment.
- ✓ Your therapist will re-schedule your appointment 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.

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:

YES:

NO

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: CEAACCEnquiries@mail.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 endeavour 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.

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: / /2024

Contact Information

Client's Name:.....

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

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

Address:.....

.....

Phone:.....

Mobile:.....

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)

Email:.....

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:.....

GP Surgery.....

How did you hear about CEAACC (please tick)?

- Internet search
- Social media e.g., Facebook/ Instagram
- Poster/ flier
- GP/ health professional
- School
- Radio
- Word of mouth
- Other (please state).....

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

Liz Medd, Clinical Practice Supervisor, Therapist

Annabel Line, General Practice Supervisor, Administrator

Stephen Port-Burke, General Practice Supervisor, Financial Administrator

Main CEAACC Contact Information:

Office: **07566 244514**

CEAACCEnquiries@mail.com

Please note, whilst CEAACC runs a 7 day/ week service, our office administrator's hours are Monday-Friday 9am-1pm.