

Become Yourself Consent Form

We are Dr George Hibbert and Ms Emma Templeton

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Website address: becomeyourself.co.uk

Please read the information below carefully as it forms an agreement as to how we will work together and outlines our professional obligations regarding confidentiality. At our first session we will set some time aside for us to discuss this agreement and answer any queries that you may have. We will ask you to sign the agreement to show that you understand its contents.

Qualifications:

Dr George Hibbert is a qualified medical doctor and psychiatrist. As he has retired from medical practice, he is no longer registered with the General Medical Council.
Ms Emma Templeton is a qualified probation officer.

Anti-discriminatory practice

We are committed to providing an anti-discriminatory service. We strive to ensure that this practice is present in all our work together.

How we work

There are a variety of approaches to the way we work with our clients. Dr George Hibbert has been trained in a range of therapeutic approaches including cognitive behaviour therapy, dynamic psychotherapy, motivational interviewing, group therapy and couples therapy. Ms Emma Templeton has been trained in cognitive behaviour therapy, motivational interviewing, cycle of change and counselling. These methods of therapy all involve only talking but may be combined with role play or other therapeutic activities as appropriate, either with individuals, couples or with groups of clients.

Contact between appointments

We can only see you by prior appointment. If you require our urgent professional services between sessions, we can be contacted during our normal working hours by email or text. We will endeavour to reply to you as soon as possible but there may be a delay.

If you are unable to wait for us to reply, or require emergency or urgent professional assistance, please contact NHS direct (telephone 111), your GP, the emergency services or the Samaritans (freephone 116123).

Duration and notice of termination

We provide both short and long-term therapy and we will discuss the planned duration of our work together during our initial sessions.

We will review your progress with you individually after every fourth session.

We ask you to give us one session's notice if you wish to terminate your therapy with us.

Letters and reports

We are willing to write any relevant letters and reports but will require your written permission to do so. We charge a fee for writing letters or reports, based on the time it takes to write the document.

Confidentiality

We are committed to protecting your confidentiality. Therefore, everything that we discuss is confidential except in certain circumstances, which are listed below.

Personal Information

Your consent is necessary as a lawful basis for controlling and processing your personal information. We aim to have a transparent service in which you have a full understanding of the data we obtain and the reasons for doing so.

You have a fundamental right to:

Receive sufficient information to enable you to make an informed decision about our use of your personal information.

Withdraw your consent to our use of your personal information at any stage, although this may lead to a termination of our services to you.

Communications

By providing an email address or telephone number to Become Yourself on making contact or registration, you consent to receiving email, text, phone or other online communications from us. You can revoke this consent at any time.

You accept any risk that our means of communication may not be fully secure and confidential. Become Yourself will not be liable for any loss or damage suffered as a result of our means of communicating with you.

The personal information we collect

In order to use the services we provide at Become Yourself, we have to collect your personally identifiable information (such as, but not limited to, name, phone number, email address and address), billing and payment information. We also make a written record of information shared at assessment and therapy sessions

Protecting this information is a top priority for us. We will never sell or rent any information you share with us. Apart from the limited ways detailed below, we will never use or disclose any information unless you specifically and explicitly request or approve us to do so.

We may use your personal information:

To book an appointment with a therapist.

To manage your account, provide you with customer support and ensure you are receiving a good quality service.

To contact you or provide you with information, alerts and suggestions that are related to our service.

Record keeping confidentiality

We are required to keep accurate and appropriate notes of our work together. We record our session notes securely on laptops that is only used by us. They are password protected at both the level of the individual document and the laptop itself.

Any paper documents are locked in a robust non-portable cabinet to which only we have access.

We are registered with the Information Commissioner's Office (insert ICO number) and any information that we keep is subject to the Data Protection Act 2018 (DPA 18) and United Kingdom General Data Protection Regulation UK-GDPR see Information Commissioner's Office:

<https://ico.org.uk> and BACP's Privacy notice. <https://www.bacp.co.uk/privacy-notice>.

Harm to self or others

We reserve the right to break confidentiality if we think that you have become a danger to yourself or other people. We will attempt to discuss this with you first, but this may not always be possible.

For legal and ethical reasons, we not bound by confidentiality if in good faith we feel that we can assist in the prevention or detection of a serious crime, this includes safeguarding issues regarding children or vulnerable adults, crimes regarding substantial financial gains and losses, and acts of terrorism.

Keep safe policy

In certain cases where you may have declared a clear and definite intention to end your life, or if we have reason to believe this to be true, we may after a careful discussion agree to put in place a 'keep safe policy' where you will agree to take certain measures, such as get in touch with your mental health crisis team, or talk to the Samaritans as a way of safeguarding and ensuring your safety.

Publishing disparaging comments

We are eager to have client feedback, whether negative or positive, and will respond constructively to any complaints made to us about our service. However, we understand that, given the strength of emotions, the sensitivity of the issues and the challenges involved in making changes in their personal life, a client may feel dissatisfied with our service and choose to publish disparaging comments about us, either personally or as an organisation, in social media or another public forum. We reserve the right to respond to any such publication by publishing our account of our experience of that client in order to give the public an opportunity to make a fair judgement of our service. Although we will try to avoid doing so, in order to give a fair account, our response may contain personal details of the client. Nevertheless, we will make every effort to ensure that they are not identifiable.

Attending under the influence of alcohol or other substances

We are unable to deliver effective therapy to clients who try to attend sessions under the influence of non-prescribed medication or alcohol. In such a case we would discuss the issue with you and we would agree a period of abstinence prior to the session from the non-prescribed medication or alcohol, and add this period to the contract.

Complaints

If there is anything that you don't understand about this agreement, or if you would prefer it in a different format, please let us know.

Similarly, if you are not happy with any of our sessions or the standard of our work, I hope that you would feel able to talk to us about it.

I have read this contract carefully and I understand and agree to its contents.

Signed client

Date

Signed therapist

Date

A copy of this agreement is available upon request.