

**Olive Tree Therapies**  
**Somatic Trauma Therapy Working Agreement**

**1. Client information (Name, address, GP contact details)**

**2. Sessions and Fees**

Your sessions will last for approximately 60 minutes and the fee is £60 per session. André Duarte reserves the right to change the session fee and will provide at least 4 weeks notice of this. Payment for your counselling sessions should be given to me at the end of each session in cash, bank transfer or via card payment.

**3. Cancellations and Charges**

Should you need to cancel an appointment please give me a minimum 24 hour notice via my email or WhatsApp. If this notice is not given, the normal full charge will be made for the missed appointment.

**4. Confidentiality Policy**

Your sessions are confidential within the service and this confidentiality will apply to any records in accordance with the Data Protection Act 2018. I am registered with the Information Commissioner (ICO) and my registration number is ZA769971. All somatic trauma therapists are required to be in supervision and I will take relevant issues from our professional relationship into supervision. In supervision, I will take care to preserve clients' anonymity. In exceptional circumstances confidentiality may be broken in accordance with safeguarding procedures and legal requirements.

Signed Therapist .....André Duarte.....

Signed Client..... Date.....