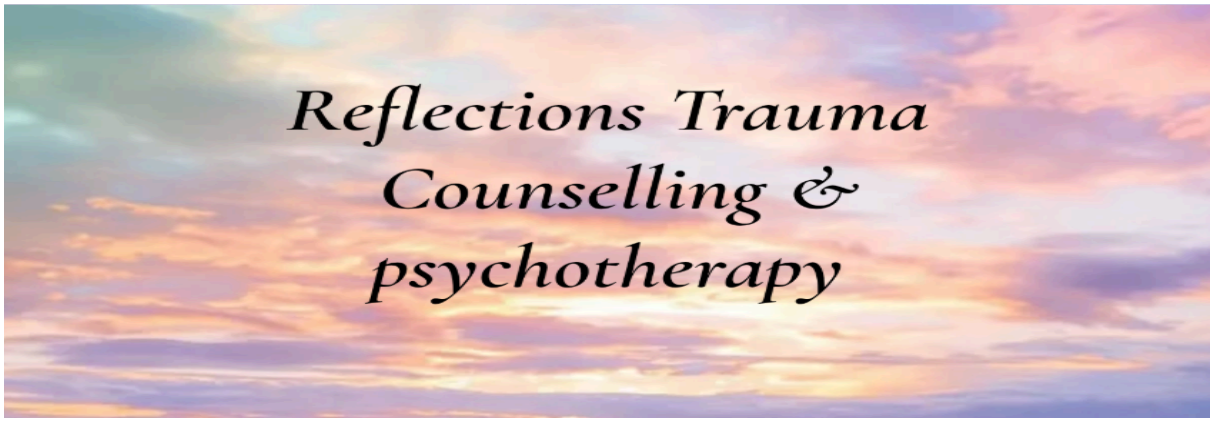


My name is Tina, I am a qualified integrative person centered counselor and I am an accredited registered member of the British association for counselling and psychotherapy. I adhere to the organisation's ethical framework for good practice and Guidelines for Online Counselling and Psychotherapy. More information on these documents can be found at: www.BACP.co.uk .

I have experience in helping clients with stress and anxiety, family conflicts, trauma and abuse, & parenting issues. I am a trauma informed practitioner with a certificate in trauma rewind therapy. I am a trauma informed practitioner and a neurodiverse informed therapist . I have a diploma in mindfulness. I'm an integrative therapist which means I can introduce a number of creative ways to help from CBT techniques to meditation etc.

Additional areas of focus:

Abandonment, Attachment issues, Caregiver issues and stress, Communication problems, Control issues, Divorce and separation, Forgiveness, Guilt and shame, Impulsivity, Isolation / loneliness, Life purpose, Midlife crisis, Money and financial issues, Mood disorders , Narcissism, Panic disorder and panic attacks, Post-traumatic stress, Self-love, Sexuality, Social anxiety and phobia, Women's issues, Workplace issues.

I work with my clients to create an open and safe environment where thoughts and feelings can be shared without fear of judgment and confidentiality. I appreciate it takes time to trust a therapist and It takes courage to seek help to build a more fulfilling and happier life and to take the first steps towards a change. I am here to support & empower you in that journey.

My preferred method is online video call or camera off call , however I'm happy to offer a message. Please be aware messaging will be within a set 45 min slot and through the online platform with camera and sound off whilst we type.

What is Person-Centred Integrative Counselling?

I find the Person-Centred integrative Approach fits my own philosophy as it has at its very core, an unshakeable belief that all people are good and have the capacity to challenge and change negative thoughts and behaviours.

Person-Centred integrative counselling believes that each and every person can, and will, become a more fully functioning person if given the correct conditions. The underpinning principles of the Person-Centred Approach are focused on the counsellor being honest, non-judgemental and fully

accepting whilst being fully integrated in the relationship allowing the client to lead and set the pace. I aim to offer these conditions as best as I can during our relationship. I also offer coping mechanisms and therapeutic techniques such as Cognitive behaviour therapy, mindfulness, guided meditation and trauma informed practice intervention.

What is online counselling?

Online counselling is a way for you to engage in counselling using internet technology such as google meet online chat or webcam video link. You direct your counselling by selecting the method of communication you feel most comfortable with. You chose the time, the place and the pace of your counselling to suit your needs.

How it works

Online counselling room

Should you choose the online chat room you will be directed to a secure Google meet login page that takes you to an encrypted area where we meet at a time that was prearranged and agreed by us both beforehand.

Your session is 50 minutes. You do not need a webcam for this counselling and you may choose to remain anonymous should you wish.

Webcam or audio counselling

Google meet is a way for you to see your counsellor face to face from your computer whilst engaging in therapy. Should you choose google counselling, you will be guided through setting up your own account and we will meet at a time that we have previously arranged.

Sessions are 45 minutes in length. Being able to see your counsellor gives you more of the benefits you get from face to face counselling but with the convenience of online therapy. By talking you hear tone of voice which is a way to convey empathy and by video you see non-verbal communications such as facial expressions. If you wish you can choose to only work with audio through Zoom and no video camera would then be needed.

Benefits

- Counselling therapy from your own home at a time that suits you
- Secure encryption software offers confidentiality and peace of mind
- No chance that you may be seen entering the counsellor’s practice
- When using email or online chat, you are able to review what you are saying before sending
- Therapy at a time, place and pace that suits you
- Some find it easier to express their feelings by writing it down
- Access to counselling may be more immediate
- Flexibility to choose the technology you feel is best for you: email, live chat or webcam

Things to consider

- Are you comfortable using internet technology?
- Would you prefer to see your counsellor face to face?
- Do you feel you can express your feelings well using words?
- Do you feel your situation is too complex to discuss via the internet?
- Is there a computer terminal that you can use privately without interruption?
- Text communication can sometimes be open to misunderstanding.
- There are no nonverbal cues or body language for you or the counsellor to read this can lead to

misunderstanding.

Confidentiality & Security

The information shared with me is held in strict confidence and all electronically stored information is stored on a password protected drive.

In adherence with the BACP ethical code, I am obliged to break confidentiality if you were to disclose involvement in or knowledge of an act of terrorism, money laundering and drugs trafficking. In addition I have an agency policy to report instances of serious harm to self or to others and I do have a legal obligation to report harm or abuse to a minor or vulnerable adult.

Email correspondence is encouraged through a secure mail server such to prevent your emails being intercepted and read by a third party and you can request to be instructed on how to set up a confidential email account for your counselling therapy.

The content of your emails will not be communicated with anyone excepting for the purposes of supervision of my practice. When elements of our sessions are taken to supervision, no identifying information such as your name is used. My supervisor also follows the same procedures for confidentiality as I have outlined.

Audio or audio video counselling takes advantage of the encrypted services offered by google meet and should you choose this method of counselling, you may request guidance through setting up a free account for your therapy.

At the end of our counselling agreement copies of our exchanges will be stored electronically on a password protected drive for a period of 7 years or in the case of a child 7 years after their 18th birthday in accordance with suggestions from the ICO/insurance, after this time the information will be deleted and any paper documents will be shredded.

In addition, if at any point during the counselling you were in need of emergency support, I may ask for your consent to contact your GP, or recommend alternative avenues of support other than online counselling.

I understand my therapist may take unidentifiable notes and share unidentifiable information in supervision to ensure safe working practice and for CPD.

All client material is treated in complete confidence and is removed from my computer at the end of our work together. Electronic records are stored on a password protected memory stick and kept in a locked filing cabinet. No identifying names or material is retained on these records as a client ID number is used to replace such information.

BACP Clinical Will & Digital Data Access Protocol

My clinical notes are stored digitally in password-protected Google Docs files.

In adherence with BACP ethical guidelines (Section 4.5e), in the event of my death or sudden incapacity:

1. My next of kin holds a password to access a single secure file that contains active client contracts.
2. That password will be provided to my appointed Clinical Executor (a qualified practitioner bound

by strict professional confidentiality) solely to access the contract file.
3. Each contract contains a password provided by the client, which protects their confidential notes held within the file.
4. No notes or data will be shared or accessed by the Clinical Executor without the client-provided password and a copy of this signed contract.

UK GDPR Privacy Notice

- Lawful Basis for Processing: Standard data is processed under Article 6 (Contract & Legitimate Interests). Sensitive health/therapy data is processed under Article 9(2)(h) (Provision of Health Care) under BACP duties of confidentiality.
- Client Rights: You have the right to request access to your data (Subject Access Request), request corrections, or lodge a data complaint with the Information Commissioner's Office (ICO) at ico.org.uk.

In an emergency or CRISIS

You will be required to provide an emergency contact for the therapist to get you medical attention in an emergency.

Online counselling is not sufficient support if you feel you are in crisis.

Signs of crisis may be feelings or thought about suicide or harm yourself or another. In this case please consider contacting your local accident and emergency department at your nearest hospital and ask to speak to someone from the crisis team.

If you feel you need immediate assistance you may consider contacting the Samaritans, they are available by telephone on 116 123 (or 08457 90 90 90) or by email on jo@samaritans.org or NHS mental health support on 111 option 2 or 999.

Conditions of counselling

1. I agree not to record any of the content of our sessions without prior agreement.
2. I agree to a minimum of 6 x 45 min sessions with a review for further sessions to be mutually agreed in session 5.
3. I agree to Transfer A non refundable payment of £80 to secure 6 sessions and then from session 2 transfer 1 week in advance the payment of £40. I understand the therapist can cancel a session unless payment is received a minimum of 3 working days before it is scheduled. *(Note: If your therapy is funded through a third-party or sub-contracted agency, fee structures follow the agency agreement).*
4. I agree to give 24 hours notice of cancellations and understand that missed sessions will not be refunded and will result in 1 of the 6 sessions being deducted.
5. I agree to give 7 days notice of pre booked holidays and where possible re arrange for an alternative session.
6. I agree that contact with my therapist outside the agreed session time is strictly restricted to the arrangement or cancellation of appointments only.
7. I understand that if there is a connection issue as a client the therapist will aim to re connect 3 times and if unsuccessful the session can be rescheduled at an extra charge.
8. I understand If the therapist cancels or has a tech issue a full refund for the session will be offered or an alternative session.
9. I agree that during a session I will not have another person in the space I chose to use. I understand this is to meet the confidentiality of both the therapist and myself.

If you have any questions regarding the content of this agreement, or would like further information, please contact me at: reflections.trauma.therapy@gmail.com

I understand that complaints should be raised with the therapist directly. However I am also able to address concerns about unethical practice with the BACP.

Client Intake & Information Form

Please answer the questions listed below and then return this agreement document to reflections.trauma.therapy@gmail.com.

- Your full name: .....
- DOB: .....
- Address: .....
- Emergency contact Name: .....
- Relationship: .....
- Emergency contact Address: .....
- Contact phone number: .....
- PASSWORD FOR CLINICAL EXECUTOR TO ACCESS NOTES……
- What are you looking to address in counselling:(not compulsory)
  .....
  .....
- Are you currently involved in or have you been involved in counselling in the past?
  .....
- Best time and agreed method to contact: E-mail / phone no:
  .....
- History of Previous or Existing Medical/Psychiatric Conditions or Admissions (Y/N)

  Details: .....

  Do you require any additional support for neurodiversity (Y/N)

- History of violence/overdose or self-harm (Y/N): .....
  Details: .....
- GP details: .....
- GP contact no: .....
- Consent for us to contact your GP (YES / NO): .....
- Client Confidential Password (for securing your digital notes file under Clinical Will protocol):
  .....

Section for Third Party or Agency Referral Clients

If your counselling is being arranged, referred, or funded by an external agency, organisation, employer, or third party, please complete this section:

- Referring Organisation / Agency Name: .....
- Contact Person / Case Worker / Manager: .....
- Agency Contact Telephone: .....
- Agency Contact Email: .....
- Number of Authorized / Funded Sessions: .....
- Billing / Invoicing Reference (if applicable): .....

Third Party Information Sharing & Reporting Agreement

- [ ] Attendance & Administration: I consent to confirmation of attendance, session dates, and administrative details being shared with the referring third party named above.
- [ ] Reports & Reviews: I consent to brief progress summaries or closing reports being provided to the referring agency as agreed in the referral terms.
- [ ] Therapeutic Confidentiality: I understand that personal, clinical, and session content remains strictly confidential between myself and my therapist, except where legal limits or immediate danger/safeguarding issues arise.

Contract Acceptance & Declaration

Please tick the boxes below to accept the terms of this contract:

- [ ] I accept and agree to all conditions of counselling, payment terms, cancellation policies, and boundaries outlined in this contract.
- [ ] I accept and agree to the confidentiality policy, BACP Clinical Will provisions, Google Docs password protection protocol, and UK GDPR data handling terms.
- [ ] I confirm I will attend sessions in a private space without others present.

Client Signature: .....

Printed Name: .....

Date: .....

IF YOU CAN NOT COMPLETE THIS CONTRACT PLEASE ASK FOR SUPPORT AND WE CAN COMPLETE IT TOGETHER>