



**Theo Dijkman**  
**Psychosynthesis Scotland**  
Psychotherapy Counselling Supervision

## **Client agreement**

### **Contact information**

Please use the contact details below to arrange or change appointments. Messages can be left on my voice mail. Please visit the website for more information on psychosynthesis and services offered, [www.psychosynthesisScotland.com](http://www.psychosynthesisScotland.com)

### **Practice addresses and appointments**

All appointments in Edinburgh take place at the Whole Works, Jacksons Close, 209 Royal Mile, Edinburgh, EH1 1PZ. Please visit the website for further information on the centre and location, [www.thewholeworks.co.uk](http://www.thewholeworks.co.uk)

Appointments take place at a time mutually agreed at the initial interview. The initial interview is an opportunity to explore the presenting issues in the wider context of one's life and whether psychotherapy or counselling can help with this. All appointments are for 50 minutes. Client choice is paramount, and sessions can be ended at any given time in discussion with the therapist.

### **Online sessions**

In exceptional circumstances I can offer psychotherapy sessions remotely by using a secure online video conferencing service. Where this has been the agreed way of working the client will be sent unique log in details and a password to such a service.

For all online sessions, clients are expected to have access to a private and confidential room where they will not be disturbed by others for the duration of the session. In using online services there can, on occasion, occur technological break down either temporarily or permanently. It is important that the client has access to a phone so that they can be contacted when this happens. Similarly, the therapist will always have a telephone available during the sessions.

### **Electronic and digital messaging**

In between sessions it may be necessary for me to contact you either by email or text messaging. While I will minimise the content of messages to that which is most essential, it is important that you ensure your sole access to such messaging. Where it is deemed necessary to include confidential information, I will do so in a separately attached and password protected document.

### **Fees**

£ 55.00 per 50-minute session.

Payment both in cash, by cheque or via bank transfer will be accepted. Payment by bank transfer is to be received 24 hours prior to the appointed time.

### **Cancellations and holidays**

One full week's notice is required for cancellation of a booked session. Cancellations within less than one week will be charged at £ 30 or with less than 24 hours' notice, the full fee.

A retainer will be charged for long-term absences of clients in ongoing therapy. Fees will not be charged if cancelled by the therapist.

### **Confidentiality, Covid 19, client records and data protection**

Basic client contact information including relevant medical information where necessary will be kept on file and only be used in relation to your psychotherapy. All sessions are confidential and in line with the UKCP Code of Ethics. Copies of this code can be supplied on request. All information is kept in line with GDPR guidance and will not be shared with any third party without your prior consent. My privacy policy can be downloaded from my website.

In line with Scottish Government requirements, I may be asked to disclose your contact details when you have attended a session linked to suspected Covid 19 cases. It is important for you to know that only your contact details will be disclosed and no other confidential information.

### **Qualifications**

MA Psychosynthesis Psychotherapy

Diploma Psychosynthesis Therapeutic Counselling

Certificate Psychodynamic Supervision

Foundation in Group Analysis

UKCP Registered since 2003

Accredited with the Association of Psychospiritual Practitioners

### **Contact details**

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www.psychosynthesisScotland.com