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## **INFORMATION & TERMS OF ENGAGEMENT**

### **Qualifications, Experience & Ethics**

I hold a Masters Degree in Psychotherapy & Counselling and an Advanced Diploma in Existential Psychotherapy, both from the school of Psychotherapy & Counselling Psychology at Regent's College, London. I am also a qualified supervisor with a Certificate in Existential Supervision and Leadership from the NSPC. In addition to my private practice, I am a lecturer at Regent's University where I teach on the Certificate Course and on the MA in Psychotherapy and Counselling. I have worked in a hospital setting as an honorary psychotherapist for the NHS as part of a multi-disciplinary team. I held the position of lead clinician at EASE Wellbeing, where I assessed and saw clients in GP practices in primary care for three years. I have also volunteered for various charity organisations.

I am a Member of the BACP (British Association for Counselling & Psychotherapy) and a Registered Member of the UKCP (UK Council for Psychotherapy), membership of which requires five years of training. I am a UKCP Constructivist and Existential registered supervisor. I am bound by and adhere to the BACP's Ethical Framework and I also commit to and maintain the UKCP's Ethical Principles & Code of Professional Conduct.

### **Orientation of Practice**

My approach to therapy is primarily existential-phenomenological and I am a Member of the Society for Existential Analysis. I also have training in CBT and integrative therapy, including psychodynamic and person-centred models and I draw on these if and when I feel they may be helpful to my clients.

### **Session Arrangements**

At our initial meeting we will discuss what brings you to therapy, what you'd like to get out of the sessions, and whether it feels right for us to work together. We will usually agree to meet weekly at a fixed time on the same day each week. All sessions are 50 minutes in length and it is important that we begin on time since appointments cannot be extended; as I do not have a waiting room I request that you arrive at the time agreed rather than early.

### **Cancellations and Missed Sessions**

Regularity and Continuity are important in good therapy, as they give a reliable sense of structure and purpose to the whole process. Once we have agreed a day and a time for your sessions, I will set aside that 50 minutes for you each week and the full session fee shall be payable if you cancel with less than a week's notice or if you miss a session. If you do need to cancel within the week then I shall endeavour to offer you an alternative time for us to meet that week, but this may not always be possible and should be viewed as an exception. I shall give you as much notice as possible of my holidays and I would appreciate it if you would do the same with your known absences.

### **Fees and Payment**

My session fee for individual therapy, including the initial meeting, is payable at the end of each session either by cash or by cheque. Bank transfers may be available on request. Some clients prefer to pay for a block of sessions in advance, and some prefer to be invoiced for a block if a third party is paying for the sessions. If you require receipts, please let me know. My fees are reviewed periodically and I shall give you plenty of notice of any changes.

### **Confidentiality**

Sessions are strictly confidential. However, in extreme cases where your life or another's is in danger, I would consider widening confidentiality which, wherever possible, I would discuss with you first. As a requirement of professional practice, I have regular supervision where issues from our sessions may be discussed but such material is always disguised to protect identity and names are never given. If we encounter each other outside of therapy I will endeavour to protect your privacy by not acknowledging you unless you first make contact with me; we will then typically keep our contact to a minimum and discuss the encounter in our next session.

### **Commitment and Ending**

I work in an open-ended way, which may turn out to be a period of weeks, months, or longer, depending on where the work leads us; it is very difficult to predict this at the outset and it's different for everyone, but reviewing the arrangement periodically is important. When the time comes to end therapy, it is preferable for the decision to be arrived at mutually, over time, rather than as a one-sided or impulsive action, so we will agree a planned termination of our work together.

The commitment required from you is to be willing to explore your emotions, life experiences, behaviours and ways of thinking as honestly and openly as you can, within the context of our relationship, with me as your companion, facilitator, challenger and supporter. If this is difficult, let it be difficult, and let us explore that too. It is well known that in therapy things can sometimes feel worse before they feel better; please remember this, and if you hit a rough patch, don't assume this means failure or time to stop; it often means holding on and trusting the process. Crucially, the more you put into therapy, the more you will get out of it and benefit from this unique investment in yourself.

### **General Data Protection Regulation 2018 (GDPR) – Privacy Policy**

In accordance with the GDPR, I must obtain your explicit consent to hold personal data about you; there is therefore a section on the Client Information form in which I ask for your consent before we begin working together. I do not take client session notes, but within my email system I hold (i) the correspondence between us, (ii) the Client Information form you completed prior to our first session, and (iii) electronic copies of any letters I write to other professionals at your request. This 'data' is accessed only through my password-protected laptop and smart phone. I hold this information for a period of five years following the end of our work together in order to comply with the length of time within which a complaint may be brought against me, and also because it is not uncommon for clients to get back in touch with me within this period. I use the information I hold for no other purpose than to manage the service I provide to you.