

Online working agreement between therapist and client

Thank you for choosing to have online therapy support with **Jake Naude** at **The Hypnotherapy Couch**. As your therapist, ensuring that the sessions run smoothly is very important to me.

My supervisory body the **Association for Solution Focused Hypnotherapists** requires me to have informed you of the information below.

As your therapist, during sessions I will always:

- Ensure our sessions are not overheard or interrupted.
- I will always end our session meeting when your session finishes so that it is never accessible to anyone else.
- None of our sessions will ever be recorded without **your** and **my** explicit and prior permission. The programme I use will notify you if the session is being recorded so you can never be recorded covertly.
- My electronic devices are protected with anti-virus software.
- I use Zoom which is seen as one of the leading platforms for ensuring client confidentiality.
- I will regularly update my knowledge on keeping secure online.
- If any instance occurred that resulted in a breach of confidentiality of our online session (I can assure you this is highly unlikely), I would discuss this with you and inform you of my own procedure to notify the information commissioner's office of any breach.
- I will not be responsible if you do not adhere to the advice on this form.

For your safety as my client, I will always:

- Ensure you have given me verbal consent to conduct online session (written for children under 16).
- Take reasonable steps to ensure that online therapy is suitable for you.
- Take reasonable steps to ensure you have been informed of the appropriate environment for our sessions from your end.
- Discuss emergency contacts with you in the form of a family member, friend or GP.
- Notify you of how to pay and that payment must be paid prior to our session.
- Continue our session via telephone, in the event of any technical errors.
- Ensure that, if working on a specific phobia, you have a family member or friend who is able to support you should you experience heightened anxiety during trance. Your family member or friend should not be in the room with you.

Thank you. I look forward to working with you.