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| **Contact details.** | | |
| **Full name** | Sarah Sparks | |
| **Venue** | In person: 60 Colehill Crescent, BH93QQ  Online: via Microsoft Teams or WhatsApp | |
| **Telephone** | 07585 707022 | |
| **Email** | [sparkstherapies@yahoo.com](mailto:sparkstherapies@yahoo.com) | |
| **Qualifications** | Dip Hyp CS, B. Ed (Hons), Post Grad, NPQH, | |
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| Welcome to Sparks Therapies, I am Sarah Sparks a qualified hypnotherapist, life coach and teacher.  As a member of the national hypnotherapy society, I adhere to their code of ethics.  I have regular supervision and maintain my qualifications through regular continuing professional development.  The relationship between the therapist and client is a professional one You will be advised of the recommended length and frequency of sessions for your needs, but this depends on the information you have provided for me to make a judgment. However, during our sessions deeper issues may reveal themselves and require longer. If I believe that a referral is needed, I may be able to provide some alternatives including groups and/or professionals who may be able to assist you. | | |
| **Confidentiality statement** | | |
| Everything you say is confidential and according to the code of ethics I will only breach confidentiality if:   * You may harm yourself or someone else and I need to inform your GP with your knowledge. * You may be at harm from someone else and I need to inform your GP with your knowledge or in an emergency the police. * I am ordered by law to disclose information. You will be informed, if this happens.   When working online please:   * ensure you are alone * use your headphones to ensure no one else can hear the therapeutic session. * ensure you will not be disturbed during the entire session.   Video or sound recording of sessions is not permitted. | | |
| **Data Protection Statement** | | |
| All my documentation, including any notes I make are stored in line with GDPR regulations.  General Data Protection Regulations (GDPR)came into force in May 2018, and I am required by law, to state how I collect and store personal data and how long I will keep that data before securely destroying it.   * I store paper records in a locked cabinet on site. * Electronic files are saved behind a password protected encrypted system. * Records are held for 6 years after the end of therapy.   You are entitled to withhold this permission, in which case, I cannot hold any data on you. | | |
| **Complaint procedures** | | |
| If, at any time, you feel unhappy with my service, please let me know.  If you do not feel that I have resolved your concern, regarding hypnotherapy, you may file a formal complaint through contact with the National Hypnotherapy Society  [conduct@nationalhypnotherapysociety.org](mailto:conduct@nationalhypnotherapysociety.org),  <https://nationalhypnotherapysociety.org/have-a-concern> | | |
| **Communication** | | |
| The relationship between the therapist and client is a professional one. There will be no contact between the client and therapist outside of the agreed sessions.  Email and text communications can only be used to make, amend or cancel appointments.  Please be aware that electronic communications (email, texting) can be accessed by third parties without consent. They can also be accessed by family in the event of your death or incapacitation. If you would prefer me not to send information containing information about appointments by email or text, please let me know.  You do not have permission to post information about your sessions with me on social media platforms. I am also not allowed to post information on social media about you.  I aim to reply to emails, phone calls and texts within 24-48 hours. I cannot always respond to calls, texts and emails immediately. I do not expect you to do so either.  Online Hypnotherapy is currently offered on, WhatsApp and Mircosoft Teams software. However, I cannot guarantee complete confidentiality even though these platforms may say they do. By signing this contract, you are stating that you understand this risk. | | |
| **Cost and Payment Information** | | |
| Costs for Hypnotherapy and Life Coaching are £60 per session.  Payment is made before the session by through a bank transfer or you can pay by cash in person on the day.  Bank transfers can be made using the following:  **Sparks Therapies**  **Lloyds Bank**  Sort Code: **30 99 50**  Account No. **27762562** | | |
| **Missed or cancelled appointments** | | |
| If, for any reason, you are unable to make the appointment please let me know as soon as possible. However, please be aware that regular attendance supports your progress towards your goals, so please make every endeavour to prioritise your sessions.  If you cannot attend your booked appointment and you do not let me know more than 24 hours in advance, it will result in you being charged for the full missed session.  If you need to cancel the session you must cancel at least 24 hours before the appointment or you will be charged for the session.  If I have to cancel the session with less than 24 hours’ notice, you will not be charged. | | |
| **Consent and Agreement** | | |
| I will   * provide hypnotherapy / life coaching sessions for the client based on the information provided. * recommend the volunteer seeks support from another therapist if the needs of the client are beyond my competency.   The volunteer agrees to   * fully engage with the process * complete any necessary tasks outside of the sessions to aid them in reaching the goals that they have come to therapy to achieve. * take an active part in the sessions.   I confirm that I have read and understood the terms in this contract. | | |
| **Client’s signature (by parent if client under 18)** | | **Therapists signature** |
|  | | **S. Sparks** |
| **Clients full name** | | **Therapists name** |
|  | | **Sarah Sparks** |
| **Parent’s name and relationship to client (if client under 18)** | |  |
|  | |  |
| **On behalf of (client’s name if under 18)** | |  |
|  | |  |
| **Date** | | **Date** |
|  | |  |

**Fundamental Principles of the National Hypnotherapy Society**

These principles are a foundation of our ethical practice and decision making.

The fundamental principles of this code are:

**1. Working towards the good of clients and doing no harm (Beneficence and Non-maleficence)**

Practitioners hold the welfare of clients central to their work and so commit to avoiding harm.

**2. Being trustworthy and responsible (Fidelity)**

Practitioners endeavour to establish trust with their clients and the community in which they work. Therefore, practitioners not only honour the trust placed in them by their clients and the community but also act in a respectful, professional and ethical manner when representing their profession.

**3. Respect for the dignity and rights of the client (Autonomy)**

Clients have the right to self-determination and to be shown dignity and respect for making their own lawful decisions.

**4. Justice**

Practitioners are aware of their own judgements based on their own experiences and need to take precautions (supervision) to provide a service that is not restricted by their own prejudice and limitations of experience. This also means showing respect for diversity of persons, without prejudice to colour, race, belief, gender, sexuality, social context, and mental and physical abilities.

**5. Integrity and self-responsibility**

Practitioners work to be as honest, truthful and accurate as possible. They are also responsible for looking after their own needs and health. So, a practitioner will only commit to a practice that they can offer being aware of own expertise, training, health and wellbeing and let the client know if anything changes.