



May Breeze - Cognitive Behavioural Therapy

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Therapy Contract (Self-Referral)

Description of the Service

What May Breeze offers is an individual course of treatment based on cognitive behavioural therapy (CBT) for managing difficulties related to depression and anxiety.

Who is Your Therapist?

Therapy sessions are delivered by Mrs Kaoru Ohtake, a Cognitive Behavioural Psychotherapist. I am accredited by the British Association for Behavioural & Cognitive Psychotherapies (BABCP) and I adhere to their Standards of Conduct, Performance and Ethics.

Informal Discussion

Before we make an arrangement for CBT treatment, I would like to invite you to have a brief phone call with me (up to 20 minutes) so you could tell me a little about your current difficulties that you would like to seek therapy for. This is to make sure that the CBT I offer would likely be the most appropriate therapy for you. I will give you some information on how CBT works, and if we both agree that CBT would be beneficial for you to improve your wellbeing, we can then set up an appointment for your initial assessment. If I feel that another type of therapy or support would be more appropriate for you, I will do my best to point you to the right direction.

Initial Assessment (Start of Treatment)

The first therapy appointment following the informal discussion is a CBT assessment. This session lasts for up to one hour, and the main purpose to explore your current difficulties around and the impact on different aspects of your life. I would also like to ask you about any relevant historical information and your goals and expectations from the therapy.

Treatment Sessions

CBT is a relatively short-term form of psychotherapy with a clear focus. The number of sessions varies depending on the nature of the difficulty, but typically it ranges from 6 to 20. We can discuss and agree on how many sessions we would be likely to need to help you achieve your therapy goals. Treatment progress will be reviewed regularly, and in some cases it is possible that we may finish earlier than we have initially planned. If I feel that you might benefit from some additional sessions on top of the planned sessions, I will discuss my view with you but the final decision will be made by you.

Each session lasts up to **60 minutes** unless a longer session has been agreed with you in advance for a specific purpose.

I am able to deliver both **face-to-face** and **remote** sessions.

- Face-to-face appointments are currently offered at: **The Practice Room Twickenham, 20 The Green, Twickenham, TW2 5AB**. You will receive an appointment confirmation SMS for each session and this will tell you which colour-coded buzzer to press at the entrance.

Please note that there is no waiting room at the venue and therefore please arrive at the time of the appointment. Please press the correct colour-coded buzzer to avoid interrupting someone else's session.

- Remote sessions can be delivered either by phone or on video. For video sessions, a new link will be sent to you by email prior to each session.

It is advisable to have weekly sessions especially at the start of your treatment. Once you have made a significant progress, the frequency could be reduced to biweekly or monthly, if appropriate. After the treatment has been completed, it might be beneficial to consider a limited number of follow-up appointments to maintain the gains.

Commitment to Treatment

CBT is a collaborative therapy process that requires commitment both from me as a therapist and you as a client. I would like to ask you to do the following as we work together:

- Please attend your appointment on time.
- For video sessions, please secure an environment where you could fully focus for the whole session. If you are running late or you may possibly be disrupted, please let me know in advance.
- CBT typically has a between-session **home practice task** after each session. Home practice tasks would help you gain new insights on how your mind responds to situations and also practice new coping strategies. You are more likely to benefit from CBT if you dedicate some time to your home practice tasks.

Termination of Therapy

You have the right to withdraw from your treatment at any stage. I would like to invite you to discuss your reasons with me so that the ending could be delivered in your best interest wherever possible. Equally, I reserve the right to terminate therapy if I believe that completion will be in your best interest from my professional perspective.

Fees and Cancellation Policy

A standard **60-minute session** (assessment/treatment) is currently **£80**. Fees are subject to an annual review. Longer treatment sessions will be charged pro rata.

Payment can be made either by bank transfer or a secure payment link. An invoice will be sent to you after each treatment session (if you prefer a different payment frequency, we can discuss this). Please note that I reserve the right to decline to offer further sessions if there has been a significant delay with payments.

If your treatment is covered by a health insurance company, the process may differ.

Cancellations: Please give me at least **24 hours' notice** for cancellations by email, call or SMS. This is especially important for face-to-face appointments because a clinic room will also need to be cancelled.

Late cancellation and non-attendance without notice: If cancellation is notified within 24 hours of the appointment time, or if you miss your appointment without any notice, there will be a **cancellation fee of £20** to enable me to cover the necessary administrative cost.

Lateness: Please let me know if you are running late for your appointment by email, phone or SMS. Please note that if you arrive late, we may need to have a shorter session and still finish at the scheduled time. If I do not see you within 15 minutes after our scheduled appointment time and have no contact from you, I will assume that you will not be attending the session. Please note that this will incur the cancellation fee.

Confidentiality and Information Governance

The information you will share with me will be treated confidentially. However there are important exceptions: if the information you disclose to me indicates that you are at risk of hurting yourself or that someone else around you could be at risk of harm, I have the duty of care to inform appropriate external agencies, including your GP, local authorities, or the police. Please see the Risk and Safety section below for further details.

In order to ensure safe and effective therapy, your progress is discussed in my clinical supervision. My clinical supervisor is a qualified CBT therapist who is bound by the same BABCP ethics and is required to adhere to the confidentiality policy in the same way as myself. Only the information required for the supervision purpose will be shared with my supervisor.

Your information is stored in a secure electronic clinical recording system called WriteUpp, and you will be asked to consent to secure storage of your information on this system when we start working together. WriteUpp is compliant with the General Data Protection Regulation (GDPR). I am registered with the Information Commissioner's Office (ICO) and I am committed to secure handling of personal data.

In an unlikely event where I become suddenly unable to deliver treatment due to illness or death, my Clinical Will will be executed. This means that you will be contacted by my Clinical Executor (this is currently my supervisor), who will inform you of my circumstances and help you discuss continuity of your care. For this purpose, your contact details will be shared with my Clinical Executor when it becomes necessary.

Risk and Safety

At times difficult emotions can show up when people struggle with depression and anxiety. It is not uncommon for people to experience distress and hopelessness and even thoughts of not wanting to be here or thoughts of harming themselves. I will ask you about some of these difficult feelings and thoughts in our sessions so that I would be aware of them. We may draw up a **safety plan** to highlight key actions that you will take if you feel distressed or at risk. This will typically include local and national crisis service details.

I am not able to provide an emergency/crisis service and typically I respond calls, texts and emails during office hours between Monday and Friday. Therefore it is important that you are aware of who to contact in emergency. Some of the key contacts are listed here:

- Contact your GP for an emergency appointment
- NHS **111**
- Samaritans: **116 123** (24 hours)
- Shout: a free, confidential text support service - Text 'Shout' to **85258** (24 hours)
- Attend your local A&E department of your local hospital if you are at immediate risk

I will check regularly with you that you feel able to follow the plan throughout the treatment. If I feel, based on the information you have disclosed, that your risk has increased and you may not be able to keep yourself safe, I will be required to inform your GP and other appropriate agencies, even without your consent. This is an exception to confidentiality.

A similar process is also applicable to any risk of harm to others or public, including any vulnerable children and adults. I am committed to sensitively exploring any concerns that I may identify from your disclosure and discuss the best course of actions. If absolutely necessary, confidentiality may be broken to safeguard others.

Questions and Feedback

If you have any concern or question about the therapy process, please feel free to contact me using the details on the top of this sheet. If you are not happy with any aspects of your treatment, please discuss it with me. As a practitioner, I would always welcome your feedback for my professional development.