



The Therapy Quarters, Unit 16, The Barracks Workshops, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1LG  
t: 01782 614780 • m: 07854 421439 • e: info@thetherapyquarters.co.uk • w: www.thetherapyquarters.co.uk

### **Affiliate Practitioner Contract.**

*“At the THERAPY QUARTERS, our aim is to provide a space where all practitioners and clients should feel safe, valued and welcomed. We offer a space that is confidential, clean and professional that offers support and help to those suffering with their mental health and/or their wellbeing”.*

### **Terms & Conditions.**

There may be occasion/s when The Therapy Quarters needs to change the room you work in (for emergency maintenance or to accommodate people who require a ground floor room) but you will be notified in advance and at the earliest convenience.

The Affiliate Practitioner has no right or claim on the premises other than detailed in this contract and will not, by act or omission bring The Therapy Quarters/Workshop or Karen Harrison (Clinical Director) into disrepute, nor to do anything which may harm the interest and reputation of the business. The Affiliate Practitioner will record and bring forward any complaints to the attention of Steven Harrison (Business Manager).

The Affiliate Practitioner will leave the therapy room clean (sanitised), tidy and secure after use, when windows are opened for room ventilation, please ensure to close and secure these before leaving the therapy room. Please turn off room air purifiers (if in use) lamps, heaters, and lights to ensure security and fire safety. We will aim where possible to be on site 15 minutes prior to your booking to allow entrance, or the key safe may be used as an alternative, if managers are not able to attend. When locking up the premises at the end of the day: The procedure will be shown to each practitioner during induction, all practitioners will be provided with Karen Harrison’s (Clinical Director) contact number in case of emergency.

Bookings/ Clinic Appointments in the calendar.

The Therapy Quarters may book in an initial appointment for a client/patient, however further appointments would usually be arranged and booked by the affiliate practitioner using the room calendars, considering the clients/patients schedule, room availability and the affiliate practitioners’ days

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of work. **Please check the room is free before informing your client that you will see them again on a certain day.**

For everyone's benefit, please book appointments using the following example:

Room Number, Counsellor's name, client initials, session number. **E.g. Rm 1. Karen - SH – session 1.**

**Please do not list your client initials if the client attending is not for TQ but for your own private practice.**

Jaye Barnett (Business Administrator) will block out the calendar for any companies or people who are using rooms regularly.

#### **Data Protection.**

All practitioners must be registered with the Information Commissioner's Office, in line with General Data Protection Regulations. This includes remote working.

IMPORTANT NOTE: Check also with your insurer's as their requirements may differ, eg: 'HOLISTIC INSURANCE' require their customers to retain records for a period of 5 years to protect you in the event of a claim being made against you.

Practitioner's client files are the responsibility of each individual practitioner and you should comply with your insurance companies' guidance how these can be stored whilst working away from home. The Therapy Quarters does not hold any responsibility for client files who are not TQ clients. Lockable filing cabinets are provided under the stairs if Practitioners wish to store safely whilst using the rooms.

Client contracts (for TQ clients only) are available on site and kept in the store cupboard in the affiliate's paperwork folder. Each client will be required to sign their contract and a copy kept on file.

#### **Health and Safety**

**FOR THE SAFETY OF ALL PRACTITIONERS AND CLIENT, REMEMBER TO LOCK THE FRONT DOOR ONCE YOU HAVE WELCOMED YOUR CLIENT INSIDE THE BUILDING AND TO PROTECT CLIENTS PERSONAL INFORMATION FILES.**

The Therapy Quarters is a smoke (and vape) free environment. Smoking is permitted in the private courtyard area outside situated at the side of the building.

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Food is permitted in the therapy rooms. Please clean your area afterwards and be mindful of food odours in the building whilst working with clients who may feel anxious or nauseous.

No hot drinks are to be carried/taken upstairs. Please use the kettle or coffee machine upstairs placed for your convenience and safety.

Accident Book. (This is stored on top of the fridge) All Accidents must be recorded.

Candles are not allowed anywhere in the building for safety and to consider fire regulations.

First aid kits are available on both floors. Ground Floor – in the bathroom cabinet. First floor – On top of the display unit on the landing. Please inform Jaye Barnett (Business Administrator) if you use any items so that they can be replaced.

Torches can be found on each floor. Ground Floor: p=on top of filing cabinets. First Floor on top of the display unit on the landing.

Please inform Jaye Barnett (Business Administrator) if you use any items so that they can be replaced.

The use of oils, incense or other vaporisers is not permitted. This considers anyone who may be allergic and fire regulations.

If the Affiliate Practitioner is responsible for securing the building, please ensure that:

- a. everyone sign's in and out of the visitor book as this is needed for fire safety and COVID regulations for track and trace. We also have a track and trace scan bar code. Practitioners may choose to protect the identity of their clients by writing a reference in place of client's names and book in on behalf of their clients, clients may also prefer to initial which is acceptable.
- b. all lights are off throughout the building
- c. all storage heaters/electric log burners switched off at the wall
- d. windows closed
- e. bring in the A Board
- f. doors locked

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- g. If practitioners believe that they are the last to leave The Barracks, please ensure the gates are closed when exiting the car park and replace the padlock with the code provided at induction.
- h. **Please text either Karen or Steve to inform of safe exit (lone working)**

The Therapy Quarters is not liable for the death of or injury to any person using the Therapy Quarters services, nor liable for other liability incurred by the Affiliate Practitioner whilst using the therapy rooms.

#### **Internet Usage**

Free wifi is available for all practitioners to use. Appropriate sites only to be visited. Misuse of any sites will result in immediate termination of your contract with The Therapy Quarters.

#### **Supervision**

The Therapy Quarters aims to maintain the highest level of professional standards. Part of meeting these requires all practitioners to be attending regular supervision in line with the BACP guidance of a **minimum** of an hour and a half per month. Please ensure that your supervisor is willing to supervise your work conducted within The Therapy Quarters. A reference may be sought from your supervisor as part of the application and recruitment process.

#### **Accreditation.**

In line with professional standards all practitioners working within The Therapy Quarters must be accredited with their professional body eg: BACP, BABCP, UKCP or at least provide evidence of working towards this.

In exceptional cases, practitioners may have an agreement with The Therapy Quarters in order to waiver stipulation of being accredited if they have a justifiable reason as to why accreditation is not yet granted despite completion of over 450 hours eg: awaiting results of application: time frame of application.

#### **Insurance**

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It is the responsibility of each practitioner to obtain and keep up-to-date their own professional indemnity/liability insurance. **The Therapy Quarters needs to have on file at all times either a scanned copy or a photocopy of current cover.**

**PRACTITIONERS MUST SEEK GUIDANCE REGARDING COVID 19 TO ENSURE YOU ARE SAFE AND COVERED TO PRACTICE ESPECIALLY DURING ANY LOCKDOWN PERIODS. THIS USUALLY MEANS CHECKING YOUR LIABILITY INSURANCE COVERS FOR COVID.**

#### Document Requirements:

The Affiliate Practitioner needs to provide Steve Harrison (Business Manager) evidence of the following:

- \*Qualifications and Certificates.
- \*Accreditation Certificate or approx date for completion.
- \* Indemnity Insurance.
- \* Supervisor's details. *Please note: The Therapy Quarters may seek clarification from your supervisor that you attend regular supervision.*
- \* DBS check.
- \* Registration Certificate with ICO. Information Commissioner's Office for data protection compliance. Please complete the assessment online to check. We are assured that you are required to be registered with the ICO if you record client/supervisee's name and number in a smart phone. We are advised that this is regarded as client personal information and therefore comes under data protection responsibilities.

These will be copied for the practitioner's personal file held in The Therapy Quarters. Please update Steve Harrison when any information changes.

The Affiliate Practitioner will undertake the brief induction developed for the best interest of all working in the clinic and be aware of all policies in place, including Covid 19 safety, fire safety and health and safety and Lone Working.

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**COVID 19 – please see appendix for COVID 19 compliance, including Practitioner responsibility regarding Liability Insurance and risk assessments.**

#### **CLOSURE or HOLIDAYS OF THE THERAPY QUARTERS.**

The Therapy Quarters will advertise dates of closure, giving practitioners as much notice as possible in advance, i.e., bank holidays including Christmas and New Year.

Practitioners will be informed at the earliest opportunity if there are any works to be carried out that may disrupt client sessions. The Therapy Quarters will aim to ensure work is undertaken quickly with minimum disruption to your work.

#### **PAYMENTS**

Payment terms: The Therapy Quarters will make payments to Affiliate Practitioners by the first day of each month via bank transfer. All invoices must be received by the last day of each month. Please provide Karen Harrison (Clinical Director) with appropriate details. This can be paid by BACS or standing order on agreed dates. Cash payments can be accepted. Please discuss this option of cash payment with Steve Harrison (Business Manager).

#### **PAYMENTS:.**

The payment due is paid to: Details to be provided

#### **Negotiated Hiring Fee:**

***The Therapy Quarters agrees to a fee of £8.00 per hour (£6.00 per hour for room 4), day rates and block booking discounts are available, please speak to Jaye Barnett (Business Administrator) for details***

Payable on: 1<sup>st</sup> of each month

PLEASE NOTE: please allow yourself time to pack away and leave your room on time to allow for other practitioners to use at their contracted times also.

Unfortunately, we are unable to allow all practitioners to write up their notes in other rooms after sessions are ended due to consideration for client confidentiality and to prevent other practitioners

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gathering together whilst sessions are taking place considering COVID guidance. Please allow for your note keeping time when booking your room.

### **TERMINATION OF CONTRACT**

Termination of this contract will need to be submitted to Karen Harrison in writing. The Therapy Quarters asks for one month's notice which considers 'Putting clients first' in line with the BACP guidelines.

In the unfortunate event that The Therapy Quarters needs to terminate the contract, one month's notice will be given in writing to the Affiliate Practitioner. In exceptional circumstances, Karen or Steve Harrison may request that the Affiliate Practitioner leave immediately, and the notice period be waived.

### **OTHER INFORMATION**

#### **Use of other facilities within The Therapy Quarters.**

**Each therapy room is provided with sneeze screen, sanitizer, hand gel, hand cream, room air purifier, the leather furniture provided is able to be wet wiped, CD player, digital clock, soft lighting lamp, sofa, recliner chair, work desk, tissues, mirror, heater, plant.**

Practitioners are welcome to use all facilities in The Therapy Quarter's kitchenette area: Fridge, kettle and microwave are available for your use. We ask that you leave things as you would like to find them and sanitise all surfaces. Plastic storage boxes are provided in the bathroom cabinet for personal items.

#### **Outside area – Private Courtyard.**

There is a small pleasant outside area adjacent to The Therapy Quarters for your use when in need of a break or lunch. (weather permitting)

#### **Food and Drinks**

Tea and Coffee is available for practitioners. Water Bottles are also chilled and kept in the fridge. We aim to always have fresh milk in the fridge dependant on footfall. Please recycle plastic in the bin provided.

*The Therapy Quarters welcomes any contribution for these items in the donation pot by the kettle.*

#### **Disabled access.**

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Please discuss with Jaye Barnett (Business Administrator) if you need special arrangements. Ramps for the entrance and bathroom facilities are available. There is a mobile fold away ramp available under the stairs behind the door.

#### **Entry to Unit 16- Door Bells /Intercom.**

Please inform your client regarding your allocated room number so that they are aware prior to their appointment of which door bell to ring. This limits disruption to other clients and practitioners already in the building. Thank you.

#### **Parking**

There is a car park within The Barracks courtyard, please try to think of others when parking. Unit 16 has a specific parking space, clients are also permitted to park in visitors bays. Alternative parking is available close by, a map of which can be requested, this lists local facilities should clients arrive early for their appointment.

#### **6.4 Reception and access**

Unfortunately there is not a reception service available at The Therapy Quarters. However, someone will be available by telephone should a problem arise.

The Affiliate Practitioner should ensure they have:

1. Correct access code to gates, a personal torch may be handy if working in the evening to assist you with the padlock.
2. Contact numbers for Karen Harrison (Clinical Director), Steve Harrison (Business Manager) and Jaye Barnett (Business Administrator).
3. Mobile telephone and anything else you may need for the day.
4. Key to premises if key holder or code to key safe.

Please be sure to raise any concerns, however small to Jaye Barnett (Business Administrator), who will be happy to assist you.

**(This agreement will remain in place until such a time that it requires updating, all previous contracts are no longer applicable)**

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This agreement is for Affiliate Practitioner's and Therapists.

The agreement is between:

**Karen Harrison** – Clinical Director of The Therapy Quarters, Unit 16. The Barracks Workshops, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1LG.

And \_\_\_\_\_ (Affiliate Practitioner Name)

Practitioners Role: \_\_\_\_\_

Home Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

For the use of: ( eg: counselling, Supervision, Reiki): \_\_\_\_\_

Intended Days of use (if known): \_\_\_\_\_

Room Allocated if applicable: \_\_\_\_\_ Fee agreed: \_\_\_\_\_

*No business other than that stated above may be run from this centre within the remit of this contract.*

**Duration of agreement:**

The three-month trial period will be reviewed at \_\_\_\_\_

If both parties are in agreement the contract is then able to be extended and reviewed at agreed periods.

Signed \_\_\_\_\_ (Affiliate Practitioner)

Signed \_\_\_\_\_ (Steve Harrison, Business Manager)

Signed \_\_\_\_\_ (Karen Harrison MBACP, Clinical Director)

Date \_\_\_\_\_

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