

Art Therapy Frame

Aisling Fegan, HCPC registered art psychotherapist
communityarttherapist.com

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Hello and welcome,

Starting art therapy might be a new experience. So, I am writing this letter to outline the frame of our work together. If you agree to art therapy based on the following information please acknowledge by email.

About:

My name is Aisling Fegan; pronounced Ash-ling. I offer art psychotherapy services; online and in Newark, UK. I am registered and abide by the [Health Care Professionals Council \(HCPC\)](#) Code of Ethics and practice.

My working hours are typically Mon - Fri, 9.30am to 3pm. I take planned breaks at Christmas (two weeks), Easter (two weeks) and for the month of August. I do not regularly monitor my messages during sessional hours or in my free time. If you need to contact me between sessions, my preferred method of communication is email. We can talk about any messages during sessional time. My email is communityarttherapist@gmail.com.

The Frame:

Art therapy (also known as art psychotherapy) is a form of psychotherapy that uses creative and expressive art materials like drawing, painting, or sculpting to help people communicate, explore, and process feelings. Led by a trained art therapist, the focus is not on artistic skill but on the creative process itself as a tool for emotional healing, deepening self-awareness and so much more.

Art therapists are registered with the [Health Care Professionals Council](#) to ensure quality and safety. They are trained and experienced in using art and creativity combined with psychotherapy models to help people to express complex feelings in a safe way.

To begin, we will agree a time to meet, frequency and set out dates in advance. My art therapy room is adjacent to my home on a quiet residential road. There is no waiting room or access to a toilet. However, the art room is a short distance from Newark Hospital and Sconce Park Café and public toilets. For online therapy, please use a quiet room with full privacy and no interruptions. Individual sessions are 50 minutes long and groups are typically 90 minutes. It is important to arrive on time and remain for the entire session, if possible.

I encourage and ask clients not to follow me on social media to help maintain professional therapy boundaries. I do not follow or friend clients on any social media platforms and I do not respond to communications from clients through social media. This also includes client's family members or support staff. Working in a small town, occasionally our paths might meet in community settings. If this happens, let's talk about it in your therapy.

Endings are important so I ask that you give a minimum of 4 – 6 weeks' notice before the final session. If for some reason you are unable to attend further sessions, I ask that you arrange a time to talk with me so we can have a shared understanding about the ending. In the unlikely event of my unplanned absence, let's talk about this (in advance) and create a plan.

Confidentiality:

Details of sessions are held confidentially within my art therapy practice. In exceptional circumstances where there are serious acts of harm to self and others, during criminal cases or if I am summoned to appear before a Court of Law, it may not be possible to maintain confidentiality. I will always inform you if this is necessary. [Click here to view my privacy policy](#) (outlining how I record and store data).

Payments:

I invoice termly or monthly for shorter term work. Sessions can be paid weekly, monthly or termly. Payments are to be made by bank transfer in advance of your therapy session. If you have not paid for the previous months therapy by the end of the current month, I may be unable to offer you another appointment until the outstanding amount has been cleared or hardship has been discussed and an agreement met. I will give you one months' notice before increasing my fees.

Bank Details: Account Name: Aisling Fegan
 Account Number: 31127800
 Sort Code: 56-00-31
 IBAN: GB69NWBK56003131127800

Cancellations and refunds:

Art therapy is a valuable time and space. When a session is cancelled without adequate notice, I am unable to offer this time to somebody else. Because of this, if you cancel an arranged session, you will still be liable to pay for that session. Individual sessions and courses of therapy that are planned and paid for in advance are non-refundable.

If you request to change the time of your appointment, I will offer an alternative time, if this is possible. For this, I need at least 48 hours' notice; otherwise, this will be changed as an additional session. If you would like to switch your in-person to online, or vice versa - let me know and I can offer this.

Complaints:

If you have any difficulties with me as your therapist, let's talk about this. Hopefully we would be able to resolve this together. If this is not possible, you can express concerns to my membership organisation the [HCPC](#).

Crisis:

This is not a crisis service. If you are at risk of harm or unable to keep yourself safe, please seek urgent medical care. Go straight to [A&E](#), if you can. **Call 999** for an ambulance. Call your local mental health crisis team. [Here are some immediate resources that may be more helpful.](#)

If you have any questions, please do not hesitate to ask.

Best wishes,
Aisling Fegan
art psychotherapist

Therapy Agreement:

This letter outlines the frame of our work together. If you agree to art psychotherapy based on the information provided in this document please acknowledge by email or with your signature.

Length of Therapy:

Art psychotherapy is offered on a weekly basis. The length of this contract is:
and this will be reviewed regularly.

Fee:

The cost of your therapy has been discussed and is agreed as £ per session.

Agreement made with: Aisling Fegan, HCPC registered art psychotherapist.

Your name:

Date:

Your Signature or written consent via email: