



MARK AND MOVEMENT

Transpersonal Art Therapy & Counselling

POLICY INFORMATION OCTOBER 2021

This document outlines policies for engagement in therapeutic services:

Please read through this information carefully to make sure you understand the information as you will be asked on your intake form to confirm that you have read, understood and agree to all policies outlined. If you have any questions or require clarification contact me directly via markandmovement@gmail.com.

COMMUNICATION

Please contact me via email (markandmovement@gmail.com).

I will do my best to respond to your emails within 24 hours. Please note that I do not provide counselling advice or feedback by email or social media. If you have an emergency or crisis between sessions, please contact your physician, local hospital emergency unit, or contact your local crisis line.

CONFIDENTIALITY

GENERAL

The work that we do in our session together is held in confidence, unless you have specifically asked me to share information with someone in particular.

Please note that there are some legal limits to confidentiality:

1. If there is a clear risk that you may do serious harm to yourself or someone else.
2. If there is a reason to believe that a child is in need of protection (instances of abuse, or neglect of any kind.)
3. Court subpoenas: Therapists notes and records, and in some instances the therapist themselves.
4. Consultation: Information about you may be discussed in confidence, without revealing your identity, with counselling professionals/supervisors for the purpose of case consultation and support.

ONLINE SESSIONS

- Online sessions are facilitated on Zoom (a video-conferencing platform that is free for you to access and use.)
- Online therapy sessions will never be recorded (video/audio), and all clients' records and notes are kept secure and confidential using Halaxy software.
- If you live in a shared space, please ensure you are in a private space so you are not interrupted or overheard during your session.

OUTDOOR SESSIONS

If you engage in outdoor sessions I will always seek areas that are less populated, however in public spaces I won't be able to ensure absolute privacy.

SOCIAL MEDIA

- You are welcome to follow [@markandmovement](https://www.instagram.com/markandmovement) on social media. Please be aware that I cannot engage in counselling, feedback or advice via social media. If you tag [@markandmovement](https://www.instagram.com/markandmovement) on social media please be aware of risks to your confidentiality.
- Sometimes you might see me pop up in other practitioners' online workshops. If we are working 1:1 together I will not disclose our therapeutic relationship, nor will I identify as knowing you unless you make this known yourself.



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CONFIDENTIALITY CONTINUED

CANCELLATION POLICY

- Your appointment time is reserved just for you and you only.
- I require 24 hours notice for cancellation or changes to your appointment.
- Appointments that are cancelled within less than 24 hours and missed appointments are charged the full session fee.
- A late cancellation or missed appointment (non-attendance) means I'm unable to fill that spot with another client session.
- It is critical that you do not attend any in-person session if you are showing ANY symptoms that may be COVID related. If you are not feeling well please get in touch as soon as possible and we can reschedule your session to another date or we can switch to an online session.

PAYMENT POLICY

- Payment for all sessions must either be paid in advance of our session(s) together or credit card recorded at time of booking so payment can be processed post session.
- Please note all fees are privately billed.
- I am not registered with NDIS or Medicare, so I cannot offer a gap fee or Bulk bill your session, you self-managed and engaged with this service I can provide a tax invoice showing you have paid which you may be able to claim with NDIS.
- If you are experiencing financial hardship please communicate with me directly so we can discuss your options for ongoing therapy.

RISK (In-person sessions)

Due to the COVID-19 Pandemic I will be upholding COVID protocols during in-person sessions. However, even if we have an outdoor session there is still a risk that you could potentially come into risk of infection. This risk may also be increased if you travel by public transportation, taxi or car-share service.

If you have any reason to believe that you have COVID-19 symptoms, or believe you have been exposed, I will cancel our session immediately and switch to an online session.

YOUR RESPONSIBILITY (In-person session)

By booking any outdoor in-person sessions, you agree to take certain precautions that will help keep everyone (you, me, everyone) safe from potential exposure to illnesses. If you feel you cannot agree to these terms please let me know and we can discuss online sessions as an alternative.

- You will only keep your in-person appointment if you are flu/cold-symptom free.
- If you have any symptoms that may be related to COVID-19 you agree to either cancel your appointment or shift to an online session. NOTE that you are not obligated to shift to online sessions, and can choose to cancel however this may incur a cancellation fee if it is under 24 hours notice.
- You will use hand sanitizer (provided) at the start of our session together.
- You will adhere to safe physical distancing for the duration of our session together.
- You will remove any personal materials/garbage that you bring/use with you...both in consideration of germs spread, and also in the interest of not littering.
- You will take measures between our sessions to minimize your exposure to COVID-19.
- If you have a job that exposes you to other people who are infected let me know immediately.
- If a resident of your home tests positive for COVID-19 you will let me know immediately, and we can either postpone or engage in online sessions.



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YOUR ARTWORKS

OUTDOOR OR IN-ROOMS SESSION

Specifically for outdoor sessions. It is important to note that while some of the work that you do may be able to leave in-place (work that is made entirely of nature objects/materials), there will be some elements that need to be taken with you when you leave, specifically anything not 'natural' that could be considered litter.

YOUR ARTWORK IMAGES

ONLINE SESSIONS

- As it can be difficult to see clear images via zoom I may ask you to take a photo of your artwork and email it to me. It's always your choice if you do not want to do this.
- I will never use your artwork images/photos for any social media, website or promotion unless I ask you directly and you give written permission that I may do so. In this scenario your artwork image would be deidentified unless you would like me to include your initials or first name.
- If you do send me a photo of your artwork I will add into your case notes, which can sometimes be helpful for keeping track of recurring symbols and themes. These case notes are kept in a secure online database which are HIPAA compliant. Please make sure you have reread the section on limits confidentiality.

Please acknowledge that you have read, understood and agree to the above policies by ticking YES in the intake form that refers to this document.

Kind regards,
Mary-Helen Daly



Transpersonal Art Therapist & Counsellor
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Website: markandmovement.com.au