**Using Online apps**

***Please make sure that:***

1. *You have your computer or mobile set up with Zoom, Skype before the session commences. This includes having your microphone and video turned on.*
2. *You do* ***NOT*** *record the sessions. I will not be recording any of our sessions UNLESS I have prior consent from you and this has been mutually discussed and agreed and a consent form has been signed by you. Please go to your settings and turn off the auto-record prior to your session.*
3. *Your computer or mobile is positioned at a sensible height so that I can clearly see your face and that the camera is at eye level. If several people will be participating, please make sure that I can see everyone clearly.*
4. *It is very easy to hear background noises e.g. animals and washing machines and kettles etc. so please make sure you are in a quiet location.*
5. *You will not be disturbed for the duration of the session and that the door to the room you are sitting in is closed.*
6. *If you are using your computer, you have your mobile out of reach and with the sound muted so that it is not a distraction.*
7. *You do not have your back to a window or light – this can make it very hard for me to see you clearly.*
8. *That there is adequate lighting in the room you are in.*
9. *You have a box of tissues nearby.*
10. *You have a glass of water nearby.*
11. *You have not been drinking alcohol or taking drugs before any sessions where they may still be in your body.*
12. *You will NOT let anyone else listen in to any part of the online session (via phone or any other technical device or in person) without prior agreement Melanie Cawthorn.*
13. *You join the meeting at the agreed time.*

Sometimes people use headphones during online sessions.  I have so far found that if we can both create a quiet space then there is no need for headphones.  I have also observed that if one person has headphones and the other doesn’t, then this can make the sound less effective.  So basically, we both either use them or we don’t.

As with face to face sessions, the confidentiality agreement we signed together still applies.  In addition, my terms and conditions that you signed at the beginning of working with me are still applicable.  I will require 24hrs notice if you wish to cancel or postpone an agreed session.

*Client Declaration:*

*By signing this, I confirm that I have understand the information above and have had any concerns explained to me.  I agree that I will* ***NOT*** *record any part of the session or let anyone else listen in to the session (via phone or any other device or means) without prior agreement with my therapist, Melanie Cawthorn.*

*Client’s Name……………………………………                Date…………………………………….*

*Client’s Signature…………………………………………………………….*