

COUNSELLING PRACTICE POLICY

Counselling *Practice Policy*

Welcome, and thank you for
choosing to begin your
counselling journey.

This document outlines the policies and agreements that govern our therapeutic relationship. Please read it carefully and retain a copy for your records. If you have any questions, please do not hesitate to raise them before or during our first session.

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CREDENTIALS

I have been working in the field for 2+ years with diverse populations across all age groups. I have a master's degree in applied psychology with a specialisation in Clinical Psychology, from Jamia Millia Islamia, New Delhi. I'm also pursuing a postgraduate diploma in Trauma focused therapy from Tata Institute of Social Sciences.

CURRENT APPROACH

My approach is based on Rogers' three core conditions essential for therapeutic alliance: Congruence, Empathy, and Unconditional Positive Regard. I largely use an Eclectic approach (CBT, Person-Centred, Psychodynamic), depending on the client's requirements. I also incorporate a trauma-informed lens into my work.

CONFIDENTIALITY & PRIVACY

**Your privacy is
of the utmost
importance.**

Everything you share within our sessions is held in strict confidence.

Limits to Confidentiality

There are specific circumstances under which confidentiality may need to be broken. These are limited and defined by law and professional obligation:

- ✦ **Risk of serious harm:** If I have reasonable grounds to believe you or another person is at immediate risk of serious physical harm, I am obligated to take appropriate action, which may include contacting emergency services or alerting a member of your family.
- ✦ **Child protection:** If information disclosed suggests a child or vulnerable adult is at risk of abuse or neglect, I am legally required to report this to the relevant authorities.
- ✦ **Court order:** If I receive a lawful court order requiring disclosure of records, I must comply.
- ✦ **Clinical supervision:** I engage in regular professional supervision to support best practice. Your case may be discussed in this context; however, your identity will be anonymised wherever possible.

No audio/visual recordings can be taken either by the counsellor or the client without consent. Any violation would lead to termination of the counselling relationship.

PROFESSIONAL BOUNDARIES & ETHICS

Professional *Boundaries & Ethics*

Scope of my practice

I practise within my areas of training and competence. While I am legally allowed to practice as a Counselling Psychologist in India, I am not a Clinical Psychologist or a Psychiatrist, and I am not registered/licensed by RCI. I cannot make diagnoses, prescribe medications, or conduct clinical assessments.

In case your concerns are beyond my purview, you shall be informed.

PLEASE NOTE:

I do not offer Crisis Counselling. While I care deeply about your well-being, I am not able to guarantee availability between scheduled sessions and cannot provide crisis intervention via phone or message. In case of any emergencies, you can reach out to:

Tele Manas: 14416 (24x7)

Vandrevala Foundation: 1860-2662-345 / 1800-2333-330 (24x7)

iCall: 022-25521111 (Mon-Sat, 8 AM - 10 PM)

PROFESSIONAL BOUNDARIES

DUAL RELATIONSHIPS

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To protect the integrity of our work together, I will not enter into a personal, social, or business relationship with you outside of the therapeutic context. This includes social media connections, socialising, or any form of personal relationship. Between-session communication should be limited to counselling matters such as scheduling or cancellations. I am not able to provide therapeutic support via text message, email, or social media.

SESSION FEES & CANCELLATION POLICY

Session Fees & Cancellation Policy

Session Fees

I also offer a sliding scale fee structure to make therapy accessible to diverse and marginalized communities.

Session rate is mutually agreed during initial consultation after filling in the intake form.

STANDARD RATE

₹1,200 /session

For India-based clients.

SUSTAINING RATE

₹2,000 /session

For clients based outside India and those who want to support accessibility for others. Your contribution helps subsidize community-rate sessions and makes therapy accessible to all.

Online Sessions are typically 50 minutes in duration.

Fees are reviewed periodically; any change in fees will be communicated to you beforehand.

Please note: I am only available for online sessions.

Payment

The agreed session fee needs to be paid in advance.

PAYMENT DETAILS

UPI ID	tamannahbhatt766@okicici
Account Name:	Tamana Rehman
Account Type:	Savings Account
Account no:	0200041000001750
IFSC code:	JAKAOCHANPO

CANCELLATION & RESCHEDULING POLICY

Cancellation & Rescheduling policy

A minimum of 24 hours' notice must be provided if you need to cancel or reschedule an appointment. The following policy applies:

- ✦ **Cancellation with 24 hours or more notice:** No charge.
- ✦ **Cancellation with less than 24 hours' notice:** The full session fee will be charged.
- ✦ **Non-attendance without notice:** The full session fee will be charged.
- ✦ **Late arrival:** Sessions will still end at the scheduled time. If you arrive late, the remaining session time will be used; the full fee still applies.

If there is an unexpected delay, I will wait for up to 15 minutes. After 15 minutes, the session will be cancelled, and the full session fee will be charged.

05 / BOOKING

To book a session



I appreciate you taking the time to go through the counselling protocols. To book a session, kindly refer to the link:

Online intake form ↗

This form is hosted by Google Forms. Please use it for booking information only; do not submit urgent safety concerns or sensitive clinical details.

Regards,

Tamana Rehman

Counselling Psychologist

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