

**Alasdair Kirk**  
**Shadow Work & Internal Family Systems**  
**Deep Process Psychotherapy**

Sessions in Hereford & Abergavenny, and Online via Zoom

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This document outlines how I work, and the terms of my practice and therapeutic work. I welcome questions about this document or about anything in relation to therapy. Please let me know if there is anything in this document which you do not understand or cannot accept.

**Table of Contents**

Introduction	2
How I work	3
Face to Face Sessions	3
Online Sessions	4
Bookings, Payment Terms, and Cancellations	4
Booking & Payment	4
Ongoing Therapy Sessions & Cancellations	5
Fees and How to Pay	6
Confidentiality and Security	6
Misunderstandings	7
Emergencies and crisis	7

## Introduction

- (1) I work one-to-one on a short term or long term basis. I offer long-form (5-hour) one-to-one shadow work sessions for in person work, alongside shorter duration sessions, in person or online via Zoom.
- (2) Long form sessions offer the potential to work in a deeply embodied way permitting sufficient depth and continuity to access, process, and integrate unconscious material (that often remains untouched in conventional therapeutic formats). These extended sessions can stand alone as a piece of deep personal work and can be used to work on something quite bounded or specific. These long form sessions can also be used in an ongoing way when a commitment is made to a series of sessions in order to work through complex issues or longstanding patterns.
- (3) Shorter duration sessions are typically scheduled in blocks of six sessions.
  - (a) The initial session is always a trial session on both sides to see how well we can work together. There is no obligation to continue beyond the first session if you do not wish to do so. (For further details of my Cancellation Policy see the section below.)
  - (b) The full fee is chargeable for the initial session.
  - (c) You can end our sessions together at any time if you don't feel that they are helpful. This is subject to the agreed period of notice in my cancellation policy (see section below).
- (4) Phone calls and emails outside of sessions are discouraged except where necessary to discuss practical or administrative matters, such as appointment times, cancellations, or holiday dates. Emails or other communications that contain therapeutic content or matters beyond administration will not usually receive a response.
- (5) As the psychotherapeutic relationship is a professional one, if we encounter each other in a social or public setting, I will not initiate contact unless you do so first or unless you have advised me otherwise. If contact does occur, I will greet you as if for the first time and will not acknowledge our therapeutic relationship or any personal information about you. I will aim to keep such encounters brief unless you explicitly indicate otherwise.

- (6) If you are experiencing negative difficulties about the work, or about me, it is important that you should bring them into the therapy and discuss them.

## How I work

- (7) Most usually I tend to use one or more of the following styles of therapy, drawing on the tools, philosophy and frameworks they offer:

- Shadow Work / Deep Process Psychotherapy
- Internal Family Systems (IFS) Therapy
- Depth (Jungian) Therapy
- General Psychotherapy

Please look at my website if you want more information about any of the above.

- (8) If you are coming because you want to work specifically using one of the above modalities its important that you let me know this at the outset. Otherwise I will tend to choose the method of working that feels most appropriate for me at the time, and this might be a mix.
- (9) If at any time in our work together you find that I'm using a particular style of working which doesn't feel right for you it is important that you let me know and I will switch.
- (10) Normally the agenda for any particular session is yours to determine at the beginning of each session. However if we are working with Internal Family Systems in shorter sessions I am likely to be more proactive. In particular, if we do not finish a particular piece of work in one session I will normally (barring emergencies) encourage you to continue with the same piece of work in future sessions until it is concluded.

## Face to Face Sessions

- (11) The address of my practice is: Green Lane Cottage, Orcop, Hereford, HR2 8SF. If you are coming for the first time please make sure that I have sent you

written directions. Sat Nav will get you most of the way, but you will need the written directions for the final bit.

- (12) Please try to arrive as close as possible to the agreed starting time of your session. I regret that I do not have a waiting room. Please don't arrive early as often there is nobody to answer the door until a few minutes before your session time. If you arrive late, the session will still have to end at the usual session end time.

## Online Sessions

- (13) Our sessions will be on Zoom at the agreed time and I will admit you into the room then. If you arrive late, the session will still have to end at the usual session end time. If we experience technical difficulties during our appointment, I will attempt to re-establish contact with you. If this is not possible, I will make contact via an agreed alternative. Please keep your mobile phone with you during online sessions in case we lose contact.
- (14) During our appointment, I will ensure that I am in a private room where no one else can hear our session. Similarly, please ensure your privacy during your sessions. This will allow you to be fully present with the process.

## Bookings, Payment Terms, and Cancellations

### Booking & Payment

- (15) Payment to secure any session or workshop place is requested within 24 hours booking. **I can only hold the agreed space for 24 hours from the date the emailed payment request;** after that time, if I haven't heard from you, I may need to make the slot available to others and will be unable to guarantee its availability.

For longer-form sessions and workshops booked more than two weeks in advance, a non-refundable £100 deposit may be paid to secure your place, with the remaining balance due:

- Two weeks before an individual long-form session

- Four weeks before a workshop

If booking within two weeks of an individual long-form session, or within four weeks of a workshop, payment in full is required at the time of booking. From these payment dates onwards, fees are non-refundable and non-transferable.

**This policy helps maintain an efficient and sustainable schedule for all clients and participants.**

## Ongoing Therapy Sessions & Cancellations

(16) For weekly or fortnightly therapy sessions that have been scheduled in a **block of sessions**, the following cancellation policy applies:

NOTICE PERIOD	FEE PAYABLE
7 days or less	Full fee
8 - 20 days	Half fee
21 days or longer	No charge

The above applies to cancellations for any reason (including, but not restricted to, holidays, sickness, hold-ups due to traffic, no longer requiring psychotherapy, or anything else).

Cancellations need to be agreed in advance whenever reasonably possible. If there are two consecutive 'no-shows' without prior agreement the therapy will be treated as 'ended' and your slot is likely to be allocated to someone else. You will of course remain liable to pay for the sessions missed.

### **Exception for new clients:**

The initial session with a new client is always a trial session on both sides. If, after the initial session, you decide that you do not wish to continue for any reason, you may cancel any remaining appointments which have been pre-booked without charge. You must let me know within 3 days after the initial session for this exception to apply. You do not need to give me reasons for the cancellation(s) unless you wish to do so.

## Fees and How to Pay

- (17) Fees are calculated using an hourly rate. I offer a sliding scale of £70 - £100 per hour based on your ability to pay. On booking I ask that you choose the hourly rate that is appropriate for you. No questions are asked. There is a place on the confidential form for you to indicate the amount you have chosen to pay. For guidance on choosing your place on the scale click [here](#).
- (18) Please make a bank transfer to: Alasdair Kirk | 40-31-17 | 91362844 | IBAN: GB91HBUK40311791362844 | BIC: HBUKGB4144P
- (19) For Overseas Clients - If you are resident overseas but have a UK bank account, please pay from that if you can. If not, you will need to pay by PayPal using a link which I will send you. You don't need to have a PayPal account to do this, and you can use your card to pay. There will be a 5% supplement added to the invoice to cover PayPal's charges which are usually deducted at my end.
- (20) Please note that I am not obliged to continue working with any client who does not pay for their sessions as and when requested.

## Confidentiality and Security

- (21) I aim to establish a safe and secure therapeutic relationship with you. Confidentiality plays a large part in this. The content of what we discuss will not be shared with third parties unless:
- You give permission for me to do so.
  - If I am required to do so by law. (e.g. Kidnapping, murder, terrorism, rape, child abuse or ordered by a court).
  - If I believe there is serious risk of harm to yourself or others.
- (22) I am required to access supervision for my private work with clients. In supervision I may discuss our work with another professional. If I share supervisee/client material within supervision, this is done in a way that maintains anonymity of my clients.

(23) Wherever possible client confidentiality will not be breached outside of supervision without your consent.

## Misunderstandings

(24) There may be times where misunderstandings happen. This is especially relevant to text-based communication in emails. In order to limit the likelihood of misunderstandings, there may be times that I ask for clarity around something you have written or said; I invite you to also ask for clarity if something I have said is unclear.

## Emergencies and crisis

(25) I reserve the right to contact your next of kin, emergency contacts or GP if I believe you could be in an emergency situation or at risk in any way.

(26) Please note, I do not offer a crisis service. The contact you have with me will be limited to your allocated session time. I only respond to emails or telephone calls between 9am-5pm Monday-Friday.

(27) In case of emergencies, I would encourage you to contact NHS Choices on 111, your GP, or to attend your local A&E service for crisis support and advice. For guidance please find additional information here: [NHS mental health advice](#).

Revised: 5th January 2026