



**Art Therapy**

07884067148

## **Therapy Agreement**

**Forms can only be accepted by egress or post**

This agreement outlines our responsibilities to each other. These are in line with the Health and Care Professions Council (HCPC) and British Association of Art Therapist (BAAT) ethical frameworks - see [www.hcpc-uk.org](http://www.hcpc-uk.org) and [www.baat.org](http://www.baat.org)

### **Confidentiality**

Our sessions and personal information are strictly confidential, with the following exceptions:

1. I share aspects of my work during clinical supervision and occasional professional development. I do not disclose personal information that would enable clients to be identified. Data protection and client confidentiality is paramount at all times.
2. If I believe that you intend to harm yourself or others, I will need to inform your parent/carer/guardian/doctor, if it is safe to do so. In serious cases social care or police will be informed. If possible, I would discuss the issues with you first. If working within the school framework the safeguarding lead will be informed and their protocol will be followed.

### **Time and place of therapy sessions**

***Location of sessions:***

***Duration and frequency of session: Time and day:***

***Start date of sessions:***

***Total number of sessions:***

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### **Meetings and reports**

If I am needed to attend meetings only general information about a client's progress will be shared.

Any reports needed will be written, on request, by your therapist and charged for.

### **Ending**

The therapy will be brought to an end in a way consistent with the client's best interests. The process of preparing to end therapy is important and will usually take one to two sessions.

I will keep all art work done within the sessions until the end of our work together. The clients can choose if they would like to keep their work. If working online clients will be asked to keep their own work, dated and safe. Any art work that is not wanted in my possession I will dispose of in a confidential way.

### **Cancellation of sessions**

If it is necessary to re-arrange or cancel a therapy session, the therapist should be notified as soon as possible, within 24 hours. If a session is cancelled with less than 24 hours notice the full fee will be charged. If the therapist misses a session it will be added onto the end date. If sessions are attended privately 72 working hours 'notice is needed.

If any advanced payments are received and the therapy ends before the finish date these payments will be reimbursed to source.

### **Charges**

*Sessions: £55*

*Sessions with travel time over 1 hour round trip: £88*

<p><i>Assessment session (first meeting with parent/careers): £71.50 (If 2 sessions are needed):£99</i></p>
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*Meetings & Reports: £40. Meetings that include travel, charges will be given on request*

All invoices will be sent at the agreed time and should be paid on receipt.

**10% of the total will be added weekly, for late payment, a further 10% of the total will be added weekly until paid. If payments are from schools or social care these will need to be paid within 14 days of receipt.**

## **Ethics and complaints**

I abide by HCPC's Ethical Framework for good practice. If you are unhappy with any element of my work, please raise this with me in the first instance, so that we can find a mutual solution. If you are still unhappy, you should contact HCPC, as they are responsible for issues of professional conduct – [www.hcpc-uk.org](http://www.hcpc-uk.org).

## **Supporting a client through Therapy**

The following ways can help support a client through therapy and increase its effectiveness;

Arrive on time to the agreed session, (unplanned missed sessions can disrupt the process).

Therapy sessions are a confidential space for the client. The therapy sessions are not secret; the client is free to talk about their sessions to any one they choose. It is however advisable not to question the clients about their sessions, they may not wish to talk about them or may not know how to answer.

To follow agreed approaches and strategies proposed by the Therapist.

If you have any concerns or questions, ask your Therapist.

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### **Online/remote working**

#### ***Video***

I will always ask for your location, if not at home, for emergency use only.

For video calling, I use Zoom, which is password protected and encrypted. In order to use Zoom you will need to have access to the Zoom App on your laptop, phone or PC. Please ensure this is set up before our session start - you can also test mic and audio ahead of time.

I will send you an invitation by email to our scheduled Zoom sessions. The email will contain a link which will take you to our meeting.

Please ensure you have a good internet or data connection to ensure call quality.

If the connection drops out, I suggest we also have phones available as backups and I will call you to continue the session in this case.

Zoom consultations must not be audio or video recorded, I will maintain records of our sessions as normal.

#### ***Video***

Please make sure, where possible, you have art materials and paper available. If any art making is made we will share them over the screen. All making should be dated and kept safe. As with face to face sessions please refrain from asking about the art making unless the client shares freely. Making can also be shared on WhatsApp.

#### ***Phones***

I will always ask for your location, if not at home, for emergency use only.

For phone session, I will call you at the session start time. I will be using a mobile phone.

If the connection drops out, then we can move to WhatsApp (which is encrypted) to troubleshoot or wrap up the session by text. We would not

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work with therapeutic material via text, it would just be for administrative or technical communication.

Please make sure, where possible, you have art materials and paper available. If any art making is made we will share them over WhatsApp. All making should be dated and kept safe. As with face to face sessions please refrain from asking about the art making unless the client shares freely.

## **Privacy**

I will be working in a private, confidential room at home, where we won't be overheard or disturbed. I encourage a space to be found that is private and interruption-free so that we can feel safe to talk.

As we are communicating over the internet, there is an increased risk to security and confidentiality when using Zoom rather than face to face, so please limit identifying personal details when using this medium, for e.g. first names only.

## **The General Data Protection Regulation**

(GDPR) is an EU regulation which aims to improve privacy and give people greater control over their personal information and how it is used. Below, I explain how I will handle and use the personal data I hold.

### ***Information I hold***

Personal data is information that can identify you. I collect the following:

- Biographical information - your name, address, date of birth
- Your contact details - postal address, email address and phone number.
- Emergency contact. I also complete an assessment which will include presenting problems, family and developmental history, previous experiences of therapy and assessment of risk. This assessment will also include what you hope to get from this work.

Subsequently I keep brief, anonymised session notes.

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### ***Processing your personal data***

This means collecting, storing, using, sharing and deleting your personal information. I only collect information that is essential for clinical or legal reasons.

### ***Requesting to see your data***

You are able to ask for a copy of the information I hold about you, free of charge. You would need to ask for this information in writing and I aim to provide it in digital form, within 28 days of receiving your request.

### **What do I do with your data?**

- The information you give me when we contract to work together is stored securely as a password protected digital file, email or paper record kept in a locked cabinet
- Your name, email address and phone number are stored securely on my work phone and desktop computer. This is removed 1 month after our work together has come to an end.
- I will use your phone number, email or home address to contact you regarding appointments and to reply to you if you make contact with me.
- Anonymised session notes are stored on secure, password protected cloud storage or in a locked cabinet. I keep session notes for 6 years. If the client is under 18, notes will be kept for 6 years after their 18<sup>th</sup> birthday, in order to be able to answer a complaint if one were raised.
- I will not share your data with a third party unless I have your permission or, if I am concerned about your safety or the safety of someone else; or if obliged to by a court of law.
- During the course of our work, if I become suddenly ill and unable to contact you, I would share your name and phone number with my professional executor who would contact you, in line with good practice in the profession. I will inform you within 72 hours if there has been any breach of your data.



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### **Declaration of Consent and Therapy Agreement**

**I confirm that I have read and agree with the terms above for the client to receive Art therapy as outlined.**

*Clients full name:*

*Parent/Carer/Guardian full name:*

*Parent/Carer/Guardian signature:*

*Date:*

*Therapist s full name:* Fi Hanaway

*Therapist s signature:*

*Date:*

*Clients signature:*

(If over 18)