

Terms and conditions of your therapy

This therapy agreement is between:

The referrer (the person making the referral)	
School (where applicable)	
Parents	
The therapist	Lesley Simpson-Gray

Confidentiality: The content of each therapy session is strictly confidential. I can discuss the progress of the child using general themes. If there is a genuine concern for the child's safety, I will adhere to the school's Child Protection Policy and report the matter to:

Child Protection Officers (DSP)

Details of my safeguarding policy can be found on my website: www.lesleysimpson-gray.com

Therapy space:

A consistent, dedicated space in school should be provided. It should be free from disruption/interruptions for the duration of each session. Ideally the space would be within easy reach of a sink.

I will need approx. 30 mins to set up and 30 mins to tidy away after each session.

Fees and sessions:

Sessions run for an initial 12 weeks during term time only.

Our agreed day and time is: _____

The sessions will begin on: _____

I charge £50 for the intake process / information gathering which covers:

- Liaising with referrer / parent / professionals around the child
- Initial screening meeting with parents (up to 1 hour)
- Processing of intake assessment forms
- Preparation of treatment plan
- Document check by schools (including ID, finance, insurance, DBS etc)

This fee will be added to the first invoice to the referrer at the start of the treatment, or at the end of the current calendar month in the event that the therapy does not proceed.

Each face to face therapy session lasts for 45 minutes and I charge a fee of £50 which covers:

- Face to face session with your child
- telephone support for parents and carers between sessions
- liaising with the professional network around the child/family
- reading and research
- providing regular updates***
- acquiring specialist therapy resources
- planning and preparing future sessions
- preparing clinical notes
- weekly 1:1 clinical supervision

When children refuse to attend their session Children need to feel empowered to let me know their feelings and to know the difference between their therapeutic relationship with me, and the expectations of school staff and/or parents. Despite appearances, missed sessions are never 'wasted' and there is plenty of very important work that still happens, sometimes as a result of their non-attendance. In therapy, we use everything to help us make sense of children's play during their sessions.

Children need to rely on my promise to give them my consistent and unconditional attention during their allocated time. If absence becomes a problem, we discuss things with everyone involved, so that issues can be acknowledged and resolved. If changes cannot be accommodated, we can plan together to have a meaningful ending to the work.

I charge a fee of £50 for each additional written report. Attendance at review meetings will need to be discussed and agreed in advance.

During the first 2 sessions I will review the issues and outcomes on the referral and assessment forms and decide the best way to work together with the child.

I will provide verbal feedback to the referrer and make my recommendations. If short-term work is suitable, I will provide a treatment plan for the remaining 10 sessions.

If long-term work is recommended, the number of sessions and session rate will be agreed with the referrer. At week 10, an extension form should be signed by the referrer before work will continue beyond week 12.

I invoice for fees monthly in arrears and payment is due within 14 days of receipt of invoice.

I will provide all of the play materials and equipment to be used during the sessions. The child should not remove any items from the room during therapy, or bring any personal items into the sessions.

Consent to collect and process photographic data:

As part of my practice, it is useful to photograph images made in therapy and / or to make a voice recording, so that I can think about my work more carefully afterwards, in supervision. This will ensure that your child gets the very best service possible. Confidentiality is assured at all times. All digital photographs and recordings are stored securely and anonymously, in a computer system which is password protected for the sole purpose as stated above.

If you do not wish your school to take part in this aspect of my practice, please tick this box:

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Full details of my mobile phone and images policy can be found on my website

Cancellations: Face to face therapy sessions are carefully scheduled to meet the demands of the school timetable, travel and my availability. This means I am not in a position to reallocate cancelled sessions to other children.

I monitor texts, emails and voicemails on weekdays between 06:00 – 20:00; this is the best way for parents and school to inform me in advance when a child is involved in a planned event (eg. inset days, school trips and special events) or for illness and appointments.

I charge my standard fee for each and all agreed sessions, including sessions where I do not receive prior notice of absence or if I am unable to see your child as a result of a school closure (excluding school holidays). My fee is reduced to 50% where I receive a minimum of 2 hours' notice of a child's absence. If a child has been excluded, it may also be necessary to decide together how future therapy sessions can best support them. My reduced fee does not apply where the therapy is terminated prematurely without discussion or agreement. In this case I will charge a full fee applies for all of the agreed sessions.

Full details of my privacy policy and cancellations policy can be found on my website, www.lesleysimpson-gray.com

I agree to the above terms and conditions:

Referrer Name: _____

School: _____

Position: _____

Parent name: _____

Date: _____