



Sue Gowers

BSc (Hons) SLPT, MRCSLT, MASLTIP, Reg HCPC
Independent Speech and Language Therapist

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Sue Gowers - Independent Speech And Language Therapist

Data Protection Policy

Sue Gowers is registered under the Data Protection Act to hold records for the purpose of providing and administering patient care.

Registration number: PZ8951989

This statement sets out my policy in relation to the holding and use of information which I may obtain from you or other sources.

Declaration Of Principles

All aspects of my Data Protection Policy and the processes applied to support it comply with the terms of the General Data Protection Regulations, which became the defining framework for all data management in the EU, including the UK, on 23rd May 2018.

There is one facet in which UK regulations relating to health service professionals constitute a waiver to the provisions of the GDPR. This concerns the so-called "right to be forgotten", under which clients may request that all data relating to them be deleted. Health service regulations require that all notes describing treatment and therapy be retained by the practitioner for 7 years from the date of the final treatment session or until the patient's 25th birthday, whichever is later.

Detail

The following information about your child will be held by me:

Case history, assessment results, records of assessment and therapy sessions, conversations with parents and other professionals, and copies of reports from other professionals. Exceptionally this may include audio and/or video recordings with the prior permission of the parent or guardian.

Information will only be obtained from, or disclosed to, people directly involved in the care of your child. Information will only be exchanged with the explicit consent of the child's parent or guardian (see the Professional Liaison Consent form, downloadable from my *Downloadable Forms* page). Should it subsequently become necessary to expand the distribution beyond the initial list, permission will be sought from the parent/guardian.

In order to comply with the standards of good practice recommended by the Royal College of Speech and Language Therapists (RCSLT) it is advisable to notify the local SLT department of my involvement with your child. Parents/guardians will be informed of this recommendation and their consent sought prior to treatment, but consent is not obligatory and will not be assumed.

You will be asked to sign a copy of this policy to indicate your acceptance before the commencement of treatment. This is available from my *Downloadable Forms* page.

Agreement

I have read, understand and accept the terms of the Data Protection Policy described above.

In signing this document I am also accepting the Terms & Conditions as defined in Appendix A.

Child's Name:

Child's Date of Birth:

Signed:

Relationship to child:

Date:



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Appendix A

Terms And Conditions

Effective October 2018

Pre-Assessment

Prior to the start of treatment, parents or guardians will be asked to read and sign a copy of these Terms & Conditions. If these are not signed prior to commencement of the first session, the therapist will be unable to proceed with the initial assessment. However, a charge may still be made for the full session.

Initial Consultation

This can take place in the child's home, nursery or school, to suit the parent or carer. It will generally last for around an hour and a half, which will include a detailed discussion with a parent or guardian prior to seeing the child. Background information will be gathered to help inform the assessment process. This may include details of the child's birth history, general development to date, any speech and language therapy that has taken place previously, family history of speech, language and communication skills, and information about other areas of learning.

An assessment will then begin to identify the nature of any speech, language and communication needs.

A verbal report of the assessment's findings will be given at the end of this session, where possible, and a discussion will take place regarding whether further assessment or therapy sessions are required. If a parent or guardian is not able to stay until the end of the the session, detailed feedback regarding assessment findings will be emailed to them, usually on the same day. This will also be copied in to professionals concerned with the child (with parental permission).

Therapy Sessions

The duration of a therapy session will depend on the age and attention level of the child, but typically sessions last around 45 minutes to an hour. Sessions can take place in the child's home, nursery or school. A parent, guardian or other responsible adult (e.g member of school staff) **MUST** be in the same building whilst the therapy session is taking place. It is most useful if at least one such person is directly involved in the session.

Further Involvement

Contact may need to be made with the child's school, pre-school or other educational setting in order to get a fuller picture of the child's needs. This will be discussed, and no contact with school or nursery will be made without the consent of the child's parent or legal guardian.

Distribution of Reports

Written reports will be provided at the request of parents. It is in the best interests of the child that verbal and/or written reports are shared between the therapist and other relevant professionals. This will only be done with parental permission.

Child Safety

During all appointments, a parent, guardian or other adult responsible for the child will be required to be present in the building.

Cancellation Policy

For failed appointments, where no cancellation has been made, the client may be liable to the full charge of the session fee (including travel costs if incurred). Notice of cancellation is normally required at least 24 hours prior to the appointment. Appointments cancelled less than 24 hours before the appointment may be charged the full session rate. If the child is due to be seen in school, it is the responsibility of the child's parent/guardian to inform the therapist if the child is absent from school on the day of the appointment, or unable to attend for any other reason.

Other Services

Training sessions and talks are available for groups of parents and professionals, and can be geared to specific areas of interest. These will be charged at a rate negotiated with the person or organisation responsible for requesting the session(s).

Service Limitations

The service is unable to provide back-up therapy should the speech and language therapist be unable to attend due to sickness or another unavoidable event.

In a minority of cases, it may be the therapist's professional opinion that speech therapy is not necessary or is not being effective. In such cases, the therapist will advise parents immediately. The therapist reserves the professional right to refuse treatment or withdraw from a course of treatment at any time.

Data Protection

Prior to the initial consultation, clients will be made aware of the policy regarding the holding and use of client information. They will be requested to read, sign and return this on the first session to indicate they have understood and agree to its contents.

The service has no contracts with private medical insurers. Any claims from medical companies are the sole responsibility of the client.

Fees

Initial Consultation (including full case history and verbal report)	£95.00	
Subsequent assessment sessions	£75.00	
Meetings (up to 10 minutes not charged) (per hour, pro rata)	£75.00	
Individual assessment sessions	£75.00	
Written reports (per hour, pro rata)	£75.00	Minimum

NB A 10% discount is applied to therapy sessions when pre-booked in blocks of 6 or more, if payment is made in advance.

No additional charges will be made for:

- Telephone calls
- Preparing for sessions or writing up case notes after each session
- Consulting room rental (unless used at the specific request of the client)
- Equipment rental or purchase.

Travel Costs

Travel expenses are charged at 50p per mile. These will be based on the return distance from my base in Easthope, Shropshire to the location of the session. Travel time is not charged.

Payment

All fees are payable within 7 days of the invoice date. Invoices will normally be raised on the day of the consultation.

The preferred payment method is direct bank transfer, for which the account details are shown on each invoice. However cash or cheques are also accepted; cheques made payable to *Sue Gowers*.

A £10 fee may be levied for each week of late payment.

Agreement

In signing any of the documents listed below, to which these Terms & Conditions form Appendix A, you are accepting these Terms & Conditions:

Sue Gowers – Parental Consent To Assessment And Treatment

Sue Gowers – Professional Liaison Consent

Sue Gowers - Data Protection Policy