

Terms and Conditions for Parents of School Age Children

Liaison With Other Professionals

To offer the best service to your child, it is often important for me to liaise with other professionals involved in their care.

This includes people such as NHS Speech and Language Therapists, school/pre-school staff, your GP or other medical/educational staff.

I may need to discuss and share written information e.g. reports/ programmes with other Professionals, as deemed necessary.

To ensure that Therapy is effective, I will need to know if your child is being supported by another Speech and Language Therapist (NHS or Independent) and it will be necessary for us to work together to best support your child. It is important that you tell me if your child has had a Speech and Language assessment with another Therapist in the last 6 months, as some repeated assessments completed within this time frame may become invalid.

There may be occasions when I have somebody observing my sessions E.g. a student. I will ask your permission before the session, should this be the case

Data Protection

I am registered with the Information Commissioner's Office (ICO) as a Data Controller. You can view my ICO registration by visiting: <https://ico.org.uk/ESDWebPages/Entry/ZA258304>

Please refer to my Privacy Policy dated August 2023 for information regarding the following (Please see the 'about me' section on www.millyclarke.com or request a paper copy):

- how your personal information is collected
- how your personal information is stored
- how your personal information is used
- accessing your personal information

Please contact me immediately should any of your or your child's personal information change.

In accordance with law, all records will be kept securely until your child is 25 years old. After this time all records relating to your child will be destroyed.

Safeguarding

I hold an enhanced DBS disclosure. You may request to see this at any time.

In the event of a safeguarding concern, where your child or another person is at risk of harm, I have a legal obligation to share that information with relevant professionals in line with the Safeguarding Children's Act 2004.

Electronic communication:

Email is not a 100% secure method of communication. With your consent, it will be used for correspondence and to send letters, reports and other documents to the SENCO or relevant professional at your child's School, who will share them with you.

Documents will be password protected.

I will refer to your child in emails by their initials only.

Video and Voice Recording

There may be occasions when it is necessary to video or record your child's voice as part of their assessment or therapy. This data will be recorded on a private password-protected smart phone. This data will then be stored on my personal



laptop which is password protected and no other persons will have access to this data. Once stored, any recorded data will be removed from the smart phone.