

## ON-LINE THERAPY AND TEACHING - PROTOCOL AND CONSENT FORM

My offer of on-line therapy and teaching follows professional guidance from the Royal College of Speech and Language Therapists (RCSLT), Association for Speech and Language Therapists in Independent Practice (ASLTIP) and the Professional Association of Teachers of Students with Specific Learning Difficulties (PATOSS).

I use Zoom as a video-conferencing platform which is a secure and well-established platform for therapy or teaching sessions. Zoom is end-to-end encrypted and complies with current data protection legislation. Ahead of each session I will send an invitation to our Zoom meeting which contains a unique password. If you haven't already set up an account Zoom will automatically download on your device for free when you click to join our first meeting. Please allow sufficient time (about 10 minutes) to do this.

My usual terms and conditions, fees and privacy policy apply for on-line sessions. With regards to privacy, please treat this session as you would for any meeting in which you are sharing confidential information and ensure your device is protected with adequate security. I will provide the session from a confidential space on a secure computer. Although Zoom offers a record facility this will not be used unless it is of therapeutic/ teaching value and always with your consent.

To access on-line sessions you will need:

- A computer, laptop or i-pad/tablet with internal or external microphone, camera and speakers.
- Ideally headphones as this enhances the sound quality and helps concentration.
- A reliable Internet connection (consider using an Ethernet cable and asking other family members to restrict their use of the Internet for your session).
- To close down all other apps and browsers on your device.
- A quiet space where you will not be interrupted in a **family room**.
- A desk/table on which to work with sufficient light.
- Printed copies of materials and any resources which I have indicated will be needed for the session.

- A phone on silent in case our connection is disrupted.
- To ensure a supervising adult remains nearby, if not directly involved in the session, to support with any technical difficulties.

If technical difficulties impact on the quality of the session

- I will suggest we both leave the meeting and then rejoin.
- If we have problems with audio or the screen glitching I may suggest we keep our cameras on and use our phones for the audio. In this case we will both need to turn off the audio on Zoom and I will call your supervising adult from a private number and ask that they remain present for the remainder of the session.
- If we continue to have difficulties I will use the remaining time to email further activities for you to complete.

Looking after yourself during sessions

Whilst there are advantages to online therapy, working in this way is different to meeting in person. Some people notice it is harder to concentrate so it may be helpful for you to have some water and fidgets nearby. You might also find it useful to have a stretch or short rest break during the session and to have a screen break before and after our meeting.

Reviewing our online work

As with all therapy and teaching programmes it is important to review our work together regularly. I reserve the right to end our work online if I believe it is in your best interests to do so. If this is the case and I am not able to continue sessions in person myself I will suggest how you might find an alternative provider and, at your request, offer a handover session.

### **Declaration of Consent**

I understand that there are potential risks involving technology including but not limited to Internet interruptions, technical difficulties and unauthorised access.

Whilst committed to ensuring the session runs to plan, I understand that the therapist cannot guarantee services will be available or work as expected.

I understand that I am responsible for information security on my own computer and the privacy in my work space.

I have read and understood the information above and have had the opportunity to discuss how sessions will work with the therapist.

I consent to on-line sessions taking place as described above and understand that I can withdraw consent for on-line sessions at any time by contacting the therapist

Signed	
Print Name	
Relationship to Young Person	
Young Person's Name	
Date	
Email contact	
Phone Contact	