

Terms of business 2015: Revised September 2019.

Contract for Play Therapy between Beacons Play Therapy (Sarah Morris):

Name:

School/ Organisation:

Sessions will take place for fifty-five minutes every week on the date specified to suit all.

The fees vary depending on time needed with every client.

Fees shown below: These may vary and are subject to change.

	Per session of 0.50 Mins plus feed back
Initial consultation one off fee per client. This is not included in the 12 session fee	£60 per hour
Each Session of 50 mins + 10mins	£60.00
Reports	£50.00

This contract will be reviewed on a term by term basis or on completion of contract. The review date will be: ____/____/____.

A charge will be made for any written report unless agreed otherwise.

All processes and arrangements will be reviewed after every 11th session.

The venue that the Therapy sessions will be held is:

Subject to change with 24 hours' notice from either party.

Insurance Details: Towergate PLC £5m liability and indemnity

DBS Details: DBS Number: DBS: 001637961607 Exp:01/09/2021 Update service check

Professional Body – BACP - 00951917

Do you abide by the current data protection act (1998)? Yes ISO registered.

It is acknowledged that we will adhere to BACP rules/guidelines. I will strive for openness with you and any difficulties within the relationship or situation will be discussed between us in the first instance. If necessary you will be supplied with the BACP grievance procedure.

Sarah Morris, Qualified Therapist,

PGCE, QTS

Tel: 01622236595 Mobile: 07967548790

Email: info@beaconsplaytherapy.co.uk

Beacons Play Therapy is part of Swale Home Education.

Codes of Ethics and practice

I will work accordingly with a current ethical framework of BACP.

Confidentiality

All notes will be kept confidential and in a secure area.

All sessions are strictly confidential, some sessions maybe reviewed for supervision purposes, records will be kept for five years and then will be destroyed.

Terms

In the event of needing to cancel a Play Therapy session 24-hour's notice needs to be given. If less time is given you will be charged for the session unless down to sickness. Under the sickness policy if you have paid in advance for the time, this will be added to your bank and the 12 sessions will carry on until completed. You can ask at any point to find out how your account is and how many sessions are left.

School policy for paying in advance:

If at the end of the academic year you have not used all 12 sessions per client and the client is moving on to another school. A refund will be issued under our refund policy. If they are not moving on don't worry, come September your sessions will carry on as normal. We also operate a summer timetable at the therapy centre.

You will have to provide transport to and from the centre or we can arrange this at an extra cost.

If the client is late for the session they will be given the remaining time but charged for the full allocation.

If the child is excluded from school the therapy sessions will continue as exclusion is not seen as absent. Therapy needs to have continuity to help support the Child. The child can be brought to the therapy centre at 12 Fitzgerald Avenue Herne Bay. Transport can be provided by SHE in form of a local vetted TAXI. This will be billed to the school as an extra service.

Each school will get their own play therapy kit it is up to the school to look after this kit any broken or missing parts will be charged at the end of the contract. The kit will not belong to the school it is owned by the Therapist and is personally purchased by them, so please respect it.

If a child is absent from school please contact the emergency mobile number 07967548790 failing to do so will incur a charge.

Paying in advance for sessions will secure the slot provided. You can change the slot that is allocated to the school by speaking directly with the therapist. From time to time your slot may need to be changed by us, so the therapist can attend meetings and other events if this is the case we will provide you with another slot. We also try and provide at least 48 hours' notice but sometimes due to circumstances out of our control may not be able to.

Payment are due within 10days of invoice unless otherwise agreed by the office manager and the client. Failing to pay will incur a 10% charge of the total invoice after the first thirty days and thirty days thereafter for a maximum of three months, The first day is from when payment is requested not the session, A request for payment can be verbal, or written. On the 91st day the debt will be transferred to Redwood Collections services where there cost (normally 20% fee) will be added to the account.

Sarah Morris, Qualified Therapist,

PGCE, QTS

Tel: 01622236595 Mobile: 07967548790

Email: Info@beaconsplaytherapy.co.uk

Beacons Play Therapy is part of Swale Home Education.

S.H.E is registered with ISO. We will not provide any third parties with data on any of our clients without written permission from the client or warrant of justice signed by a judge. We treat all data with strict confidentiality and are always locked in a secure location. If you wish to know what data we hold on you please contact Andrew Morris; with a request under the Freedom of information act 2000. We will then respond with the appropriate paper work to obtain your information and ways to make the administration charge of £15 please contact the ISO officer Andrew Morris.

S-H-E is committed to child and adult safe guarding all staff are trained in safe guarding matters, if there is a concern or complaint about a staff member please contact our safeguarding team on 01622 236595 – Andrew Morris. For a copy of our safe guarding policy please visit our website www.swalehomeeducation.co.uk or email office@swalehomeeducation.co.uk. Subject: Safe Guarding/ concern. This can also be done in a confidential way via email. Sarah is regulated by BACP.

All staff in direct contact with children are vetted under the child safe guarding regulations; spot checks are completed at random throughout the term of their contract. Schools are to do their own list 99 checks in line with Ofsted recommendations.

Termination of contract

Four weeks written notice needs to be given by either party in the event of needing to terminate the contract unless agreed otherwise, any sessions prepaid will be credited back minus fees and expenses.

This contract is between Beacons Play Therapy (Sarah Morris) and

I accept on behalf of: _____ to the terms of business outlined above.

Contract ID:

Signature _____ Date: _____

Name: _____ Position: _____

Please return this page to the therapist once completed.

Sarah Morris, Qualified Therapist,

PGCE, QTS

Tel: 01622236595 Mobile: 07967548790

Email: info@beaconsplaytherapy.co.uk

Beacons Play Therapy is part of Swale Home Education.