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| **Child’s name:** |

I understand that any information or personal details you collect about me, my child or family during play therapy are confidential, and that neither my name, address, nor any other information that identifies me or my child will be released or published outside your organisation/agency/school. (During the course of therapy, we will be recording information about your son or daughter, but we will not reveal your child’s name and address in any information we share with anyone else, unless it is for medical or legal reasons. We use all information in line with the latest data protection legislation, including the General Data Protection Regulation (GDPR) 2018. Please ask us if you would like details of the information that we collect and how we use it.)

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| **Therapist’s name:** | | | |
| I agree that my child can attend therapeutic play or play therapy sessions. | | Yes | No |
| I agree that my child’s therapist has told me about the risk assessment in place for therapy sessions and I understand they will update me on any changes to this risk assessment. | | Yes | No |
| I agree to the therapist using PPE (face covering) equipment if they choose to while working with my child. | | Yes | No |
| I agree that the information you collect will be used for  monitoring and review purposes, as part of the therapist’s  supervision. | | Yes | No |
| I agree that clinical information that does not identify my child may be used for research purposes and for case studies. I understand that any information used will remain confidential, and that no information that identifies me or my child will be published.  If I do not agree to you using information as above, this will not affect any care my child receives. | | Yes | No |
| Parent’s signature: | Date: | | |
| Please print your full name: |  | | |

Registrant’s/Organisation’s name and UK Data Protection Register number **ZA334002**

Play Therapy UK Data Protection Register number: ZA107748

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| **Notes to be used by the therapist to** **explain how clinical information is used** |

The purpose of these notes is to help you, your employer and Play Therapy United Kingdom (PTUK) to meet the requirements of UK data-protection legislation, including the GDPR.

Remember that parents may be stressed, deeply concerned, defensive and possibly angry if their child has been referred by somebody else for play therapy, so only use these explanations if the parent or carer asks for them.

Use language that is appropriate to the parent’s or carer’s understanding of English (or the language being used).

Ask frequently ‘Is that OK?’ or ‘Is that clear?’, and ‘Would you like any more information?’

Only answer the questions asked.

Substitute the first name of the client for ‘your child’.

Only use ‘mental health’ if appropriate for the severity of the issue.

Adapt the answers if your employer’s policies or procedures are different.

Explain that parents have a right to ask to see the personal information that is kept about them and their child at any time.

1. **How we will use your details**

a. Your personal contact details (your name, address, phone number and email address)

We will only use this information to contact you or for reporting the progress and results of the therapy for quality assurance purposes. We will only share these details outside of our organisation for medical or legal purposes or, if it is relevant, when our computer systems are being repaired.

b. Your child’s age, sex, ethnic background and why they have been referred for play therapy

We will use this information in reports circulated within our organisation. We use it to assess how effective and efficient the service is for different types of children. If the details contain your or your child’s name, we will mark them as ‘confidential’ and store them securely. If we send this information outside our organisation, we will make it anonymous so that neither you nor your child can be traced.

c. Measures based on the results of questionnaires

You or the person who referred your child for play therapy will fill in these questionnaires. We will use the questionnaires to assess how severe any emotional well-being, behaviour or mental-health issues are so that we can decide how many sessions your child needs and who they should see. We may also use the questionnaires after therapy has started and definitely at the end of therapy to see what changes have happened. If any reports contain your child’s name, we will mark them as ‘confidential’ and store them securely. If we send the reports outside the organisation, we will make the information in them anonymous so that it can’t be linked to you or your child.

d. The activities your child does during the sessions

We use this information to review your child’s progress. We also use it to see which activities help improve children’s emotional well-being and mental health so that we can improve the quality of our therapists’ practice, including their training. If any reports contain your child’s name, we will mark them as confidential and store them securely. If we send reports outside the organisation, we will make the information in them anonymous so that it can’t be linked to you or your child.

Clinical information may also be used in case studies that are used to assess the quality of trainees’ work. We may circulate this information more widely to help other therapists improve their practice. Your child will not be able to be identified from any information used for this purpose.

**2 Supervision and quality assurance**

All practitioners on the Register of Play and Creative Arts Therapists, managed by PTUK and accredited by the Professional Standards Authority, must have a set number of hours of clinical supervision. The therapist makes a verbal report on each child to a clinical supervisor who is very experienced in working in therapy with children. The child’s progress, including their problems, what they do in the sessions, any significant themes in their play and anything else that is relevant, is discussed. The clinical supervisor assesses and reviews a therapist by providing support and advice, identifying any problem areas and, if necessary, suggesting action to be taken.

Notes may be taken during the discussions between the therapist and supervisor. If these notes contain your or your child’s name, we will mark them as confidential and store them securely. If we send any part of these notes to anyone else or another organisation, we will make your or your child’s personal details anonymous so that you can’t be traced.

3 **Play Therapy UK**

Play Therapy UK is my professional organisation. It uses information about your child and their play therapy activities to check the quality of therapists’ service, and to update the clinical evidence base (see below) and other research projects which are aimed at improving the quality of therapists’ practice for the benefit of the children they work with.

The clinical evidence base is kept in a secure computer database managed by us. It is used to compare the results of therapy with a child’s characteristics (such as their age, sex, ethnic background and the condition they have been referred with), the number and type of sessions and the therapy activities that have taken place. Doing this helps us to set guidelines of good practice, and to identify any areas of risk or where further investigation (through research) is needed. I make all the information anonymous so that a child cannot be identified in any lists or reports that are produced. When we analyse and report on information, it is based on groups of a minimum number of 200 cases and does not identify any child.

PTUK therapists have to re-register each year. They do this by providing the following information.

* Your child’s age, sex, ethnic background and the condition they were referred to us with
* Measures they have taken based on information from questionnaires
* The therapy activities carried out by the child during the sessions

**Fortuna**

Fortuna is a highly secure system provided by PTUK for me to record your and your child’s information. Your and your child’s name and address are only processed by me (your therapist), for communication purposes. They are not processed by PTUK except, if relevant, when our computer system is being repaired. Neither are they released by PTUK to any other organisation or person.

**Your rights**

You have a right to access personal information that we hold about you or your child. Please see our Privacy Policy for more information on individuals’ rights and how to request them.

For details of information I, your service provider, or a clinical supervisor holds, please contact:

For details of information held by Play Therapy UK, please contact:

Data Controller

Play Therapy UK

The Coach House

Belmont Road

Uckfield TN25 1BP.

Phone: 01825 761143