

## **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). It is an interim service available to **existing** clients during the current Covid-19 pandemic.

I use Zoom as a video-conferencing platform which is currently being widely used 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. 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. If you prefer you can create an account ahead of time (<https://zoom.us/freesignup>).

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 **communal 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 in which case I will call you and continue the session by phone and/or use the remaining time to email further activities for you to complete
- To ensure a supervising adult remains nearby, if not directly involved in the session, to support with any technical difficulties

### **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 Client:

Client's Name:

Date signed: