

Consent for Speech and Language Therapy - Information for Parents/Carers

Here at Dame Vera Lynn Children's Charity (DVLCC) we are pleased to fund a speech and language therapy service to provide the charity with extra support and advice. This service is in addition to your NHS Speech and Language Therapist.

Holly Cahill has been appointed to this role and is a highly experienced Speech and Language Therapist (SLT). She is fully registered to practice and is a member of: The Health and Care Professions Council, The Royal College of Speech and Language Therapists and The Association of Speech and Language Therapists in Independent Practice.

With your consent we would like your child to be able to access support from Holly within our groups/1:1. This will enable us to access advice and strategies and help us to plan the best support for your child.

Please read the information below, and sign and return the form to DVLCC if you are happy for your child to receive support from Holly.

What support will the SLT be able to provide?

Holly will mainly be supporting children's communication skills within our group sessions, however at times she may carry out assessments or provide further support 1:1 depending on the needs of your child.

How will the SLT gather information on my child?

Holly may ask you about your child's communication and what you (and they) would like to achieve in terms of their communication skills. With your consent she may also contact your NHS Speech & Language therapist (where one is in place) to talk through any recent assessments or current targets. If your child is regularly accessing NHS services, Holly will request updates so that we can continue to support the needs of your child to the best of our abilities.

How will SLT liaise with me regarding my child's communication skills?

Holly may have informal conversations during group sessions to give you the opportunity to talk through your concerns as well as your child's achievements and to provide ideas on how you may support your child at home. She may also be able to speak with you 1:1 if you have confidential information to share regarding your child's communication.

Who will the SLT share my child's information with?

Information about your child's speech and language needs will be shared with you and, with your consent, staff working at DVLCC. To offer the best service to your child it may be helpful for the SLT to liaise with other professionals involved in their care. This includes people such as NHS Speech and Language Therapists, Educational Psychologists or other health/educational staff involved with your child. Again this will only take place if you have given your consent.

How will my child's data be kept safe?

In order to provide an effective service Holly will need to keep clear records for children receiving targeted speech and language therapy. These notes include personal information such as their name

and date of birth as well as specific information about a child's development, learning and communication skills. Notes are kept safely and confidentially in a locked filing cabinet.

In line with data protection SLTs are registered with the Information Commissioner's Office (ICO) as Data Controllers, committed to maintaining the security and confidentiality of your child's records and actively implements security measures to ensure your child's information is safe, and audit these regularly. All client details, case notes and correspondence are stored securely and treated confidentially according to EU General Data Protection Regulations and UK data protection legislation. Your child's personal details will not be released to any third party without first seeking your consent, unless this is allowed for or required by law.

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. Documents will be password protected and saved in Word or Printed Document Format (PDF). Your child will be referred to by their initials only within emails.

How long are records kept for?

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

How can I access my child's records? (In line with GDPR)

You can access the information the SLT holds about your child by writing to them at the address given below. Please apply in writing rather than by email, so that your original signature can be compared against the records we hold. A copy of your child's records is provided free of charge and within 30 days of receipt of all necessary information.

Requests should be handed in to the charity's office, addressed: _____

Subject Access Requests, Holly Cahill, Speech and Language Therapist, c/o Dame Vera Lynn Children's Charity

If you have any other questions please get in touch with us or with Holly via DVLCC. We will be more than happy to discuss any questions you may have.