

Your Privacy

Updated August 2022

I am registered with the Health and Care Professions Council (HCPC), the professional body that regulates Standards of Proficiency for Speech and Language Therapists.

I am a member of the Royal College of Speech and Language Therapists. I am also a member of the Association of Speech and Language Therapists in Independent Practice (ASLTIP).

I have an enhanced DBS check for both children and adults. This will enable schools and parents to check online to see my DBS status.

I ask that:

- Children are accompanied by a parent / supervising adult (e.g. TA or nursery practitioner) at all times during therapy sessions.
- Vulnerable adults are accompanied by a family member, carer or support worker at all times during therapy sessions.

Important:

I have a statutory duty to report any suspected neglect or abuse of a child or vulnerable adult to the local authority safeguarding services. I will usually discuss this with the family/carers or organisation prior to making a report unless this is deemed to pose further danger to the child or adult. I will identify the LADO (Local authority designated officer) in the named borough and identify the DSL (Designated Safeguarding Lead) at the school/nursery if relevant.

Sensitive personal details are stored in a secure and confidential system and processed in confidence and only used for the purposes of delivering appropriate speech and language therapy services to your child.

With your consent, information about your child's speech and language needs will be shared with other professionals involved in your child's care.

Unless required by law, we will not disclose any personal information collected to any person other than as set out above.

How personal information is stored and used:

- To prepare, plan and provide speech and language therapy services appropriate for your child's needs in accordance with HCPC record keeping expectations. (See T&C for more information.)
- To communicate with you via post, email, telephone, mobile messages and SMS. I use Whataspp which is an encrypted end to end messaging system.*

This is for:

- confirming and preparing for appointments
- general communication in between appointments
- sending you reports and programmes for your child

- copying you into communications with other professionals involved with your child (your child's initials rather than full name will be used in emails)
- sending you resources
- sending you invoices and receipts

** Please note that whilst Whatsapp is an instant messaging service, I will not be available to respond immediately. I will always reply to a message or email within 24- 48 hours of receipt. (Weekends not included.) The only time an immediate response or action will be guaranteed is when I have a safeguarding concern.*

Lauren Garfield

Highly Specialist Speech and Language Therapist

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