

REFERRAL FORM

Patient(s)

First Names:	Surname:
Date of Birth: Day/Month/Year:	Age:
Nationality:	Gender: Male Female
Language Spoken:	Disability:
School:	School Contact:
GP contact details:	Other professionals involved:

Family Information

Parent/Carers Names:	Relationship to Child:
Home Address:	Telephone: Mobile: Email:
Family Members:	
Siblings: Name (Age)	
1.	3.
2.	4.
Consent:	
Beyond psychology Ltd will always require you to give on-going informed consent about contacting schools or any other person involved with your child. By signing here you are consenting for Nurture-psychology Ltd to contact your child's school as part of the agreed initial assessment.	
Signed: _____	
Dated: _____	
Payment and Fees: (please tick as appropriate)	
<input type="checkbox"/> Self-Funded <input type="checkbox"/> Insurance	
Safeguarding:	
Beyond Psychology Ltd offers a confidential clinical service. However, we are duty bound to report any concerns regarding abuse of a child of whatever form. By signing here you are acknowledging that in the event we are concerned about Safeguarding issues, the local child protection service where the child lives will be contacted:	
Signed: _____	
Dated: _____	

Referral Information:

Please describe your concerns:

Please put an "X" in the appropriate boxes to indicate your availability for appointments:

	Tuesdays	Wednesdays	Thursdays
9:00am-12:00pm			
12:00pm-3:00pm			
3:00pm-6:00pm			

GDPR Data Consent Form

Patient's name:

Patient's e-signature (or responsible adult if aged 12 or under):

Today's date:

Beyond Psychology Service takes the protection and storage of our patients' information and data very seriously. We look after it by storing it safely and securely and do not ever share it with anyone else, except where we have a safeguarding concern.

We will keep the information and data relating to the above named patient for seven years after appointments, after this it will be deleted. You are able to ask to see this information at any time during the seven years by requesting in writing.

We will need to send you information relevant to the patient- for example follow up reports. Please choose how you would prefer to receive this information:

YES I agree to be contacted by post at this address: _____

YES I agree to be contacted by email at this address: _____

We may also send you carefully chosen information about our newsletters, forthcoming workshops and events that we feel may be of use to you. If you would like to receive this information, please indicate below:

YES I agree to be contacted by post at this address: _____

YES I agree to be contacted by email at this address: _____

YES I agree to be contacted by phone on this number: _____

You are able to ask to be removed from our mailing lists at any point by sending an email to office@beyond-psychology.co.uk

Terms and Conditions of Engagement with Beyond Psychology

Assessment and Treatment

This document sets out the Terms and Conditions of Engagement, which shall govern the appointment of Beyond Psychology by the Client

1. Beyond Psychology provides independent psychological assessment and treatment to children, young people, adults and families. All the health, education and social care professionals who work with the company as employees or consultants are qualified and where necessary are registered with the relevant professional regulatory authority, such as the Health & Care Professions Council. The psychologists are registered with the British Psychological Society as Chartered Psychologists in Clinical Psychology. Beyond Psychology does have people in training who work under supervision, this will be discussed with clients if relevant. The psychologists receive regular supervision and follow strict guidelines on maintaining and developing their skills.
2. Beyond Psychology provides a confidential service.
3. Beyond Psychology works with children and vulnerable adults and is compliant with the expectations of the child protection and protection of vulnerable adult rules and procedures. Although we offer a confidential service, all matters affecting the safety and well-being of vulnerable children or adults will be referred to the appropriate agency. If a child is known to child protection services or on a Court Order this information must be shared with Beyond Psychology at the time of referral.
4. Beyond Psychology must respect the issue of Parental Responsibility, and require permission of the person with parental responsibility in order to work or consult about children and young people.
5. Information about previous or current involvement with other psychological, educational or social work services should be made available to Beyond Psychology as important context for our work with clients.
6. Beyond Psychology may need to share a limited amount of information with the client's GP. Where referrals are received from another professional such as the GP, Consultant, Teacher or Social Worker, feedback is provided at the end of the assessment or intervention, but this is only ever by agreement with the client.
7. Beyond Psychology is unable to work with anyone who is threatening or abusive towards staff in a way that compromises our/their safety.
8. Beyond Psychology specializes in Expert Witness case work where families are involved in private and public law. We can only undertake this work when we are jointly instructed by all the parties involved in the case. If we are working with families therapeutically, we cannot in any circumstances be involved in Court matters, unless it is explicitly ordered by the Judge involved in a case. Where we have a conflict of interest, we will always refer you to an appropriate alternative.
9. Guidelines for the number and length of sessions are provided following a consultation, although this may be subject to change depending on the complexity and progress of the work.
10. Sessions are typically between 1 hour to 90 minutes duration.
11. If an appointment is cancelled or changed with fewer than 72 hours notice, or if the appointment is terminated, we reserve the right to charge the full cost of the missed or changed appointment.
12. Work is also undertaken in homes, schools and community settings by arrangement. Suite 5, No.2 Esplanade, Rochdale, OL16 1AQ is our official address and business centre where much of our therapeutic work is based.
13. Where work is required at a location other than Beyond Psychology's office, travel is charged at £55.00 per hour and mileage at 25p per mile, from our office address.
14. Beyond Psychology as an independent company requires payment for its services. Self-funded, insurance

and commissioned work is accepted. Fees are determined on the requirements of the assessment and therapeutic service required and will be made clear in writing before work is undertaken. It is not unusual for Beyond Psychology to agree a fee for a process of assessment whilst reserving the right to revise the costs depending on the long-term therapeutic need.

15. Invoices from private referrals should be settled prior to the appointment. Failure to do so will result in the cancellation of the appointment.
16. Where the Adoption Support Fund or Local Authority funding is utilised, the invoice will be sent on completion of assessment. In the case of therapeutic work, invoices may also be sent quarterly. Invoices must be settled within 28 working days.
17. Where insurance policies are being used it is necessary to gain prior approval for the assessment and for the client to establish that their policy is sufficient to cover psychological consultations.
18. Beyond Psychology maintains clinical records that are only necessary to the presenting issues. The records are maintained in a secure place at all times by the relevant clinician, and every effort is made to ensure confidentiality at all times. We are obliged to maintain records for 7 years after the case is closed. The content of our therapeutic records are used primarily to assist practitioners in developing a formulation of client's difficulties and for assessing the effectiveness of the intervention. All clinical records are subject to the Data Protection and GDPR legislation, and Beyond Psychology is compliant with these rules. Practitioners will exercise their clinical responsibility to the client in determining the nature of sensitive information shared with a third party.

A handwritten signature in black ink, appearing to be "Kirsty Hughes".

Dr Kirsty Hughes, Director, Clinical Psychologist

Beyond Psychology

A handwritten signature in black ink, appearing to be "Louise Mansell".

Dr Louise Mansell, Director, Clinical Psychologist

Beyond Psychology