



**Request for involvement of a psychologist**

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**1. Your Name:**

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Position:

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Organisation:

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Address:

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Telephone:

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Email:

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**What is your request in relation to?**



- 1. General consultation\* re programme content (pre, during, post-production):
- 2. Consultation pre-production (re auditions, suitability etc):
- 3. Consultation during production (on or off-set):
- 4. On-set consultation & availability to child actors/contributors during production:
- 5. On-set availability during live broadcast:
- 6. Consultation/availability to child actors/parents post-production or transmission/tx:
- 7. Something else:

\*No parental consent required

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- 1) *If relevant to your request, please ask the parent to complete Sections 2-7.*
  - 2) *Submit this form by fax: 0208 819 25 28 or scan-email to: helenmason@ipsy.me.uk.*
  - 3) *Then, Section 8: Fee Estimate will be returned to you for funding authorisation in Section 9*

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*For iPsy office use only:*

## 2. Name of Person:

Gender: (m/f/o)

Age & Date of Birth:	Language(s) spoken:
Cultural Identity:	
School:	School Year:

## 3. If under 18, please give name of Parent

(with authority to give parental consent):

Gender: (m/f/o)

Relationship to child:	Language(s) spoken:
Cultural identity:	
Home address:	
Email:	Telephone:

## 4. If under 18, are any of the following circumstances relevant?

- (i) Please provide the name & mobile no. of the child/young person's chaperone:
- (ii) Please provide the name & mobile no. of the child/young person's agent:
- (iii) If this child/young person's work is subject to licensing, please name the licensing authority?
- (iv) Has this child/young person been involved in child protection or safeguarding concerns?
- (v) At school, have they been excluded ever?
- (vi) Are they in, or ever been in foster care or been adopted?
- (vii) Are they new to the UK?
- (viii) Are they subject to, or ever been involved in criminal proceedings?
- (ix) Is there anything unique about this child/young person that might make them more vulnerable?   
(e.g., experience of a traumatic event or loss or have unique family circumstances)

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- (x) Is there any other unique information about this child/young person?
- (xi) or their parents/carers?
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## 5. Are any of the following needs relevant?

- (i) Learning difficulties
- (ii) Emotional or mental health difficulties
- (iii) Physical disability or difficulties (including skin conditions)
- (iv) Social interaction or communication difficulties (including Autism/Asperger's Syndrome)
- (v) Visual or hearing impairment
- (vi) A medical condition or disability that affects their ability to communicate (not related to the above). *Please state:*
- (vii) Is taking any medication that may affect their performance or behaviour? *Please state:*
- (viii) Is there any additional information about this child's needs not already covered? *Please state:*
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## 6. Other

### matters:

- (i) I am aware that the psychologist will be impartial and neutral. Their duty is to their professional code of ethics and conduct and the best interests of the individual:
- (ii) I am aware that the programme/film/production-makers have ensured that I and my child if relevant properly understand the nature of the programme or activity to which they are contributing, their role in it and the possible positive and negative consequences of their participation:
- (iii) I consent to the psychologist seeing and commenting on digital audio or video of me and/or my child if relevant as part of their involvement (eg in pre, during, post-production footage):
- (iv) The programme/film/production-makers have given me a copy of their safeguarding policy and procedures:
- (v) I understand that the psychologist processes my personal data, or that of my child if relevant lawfully, fairly and in a transparent manner. This is on the legal basis of a *contract for services*
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with me as a parent, or my child's agent and/or programme/film/production-makers and/or other party; and/or the psychologist's legitimate interest to hold and process my personal data or that of my child for the purpose of forming a professional opinion

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## **7. Signature of individual and/or parent/carer**

(with authority to give parental consent):

Date:

Print name:

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## Consent

*For parent to keep:*

### **What is this consent for?**

1. This form is your written consent for your agent or your child's agent and/or programme/film/production-makers and/or other party such as another media professional to consult with a psychologist and/or to work with you and/or your child
2. They will have made you aware that the involvement of a psychologist is useful or necessary in relation to their work
3. Broadcasters and programme-makers tend to request the involvement of a psychologist to comply with the OfCom Broadcasting Code and other guidance concerning good practice
4. The Ofcom Broadcasting Code states:

Due care must be taken over the physical and emotional welfare and the dignity of people under eighteen who take part or are otherwise involved in programmes. ... People under eighteen must not be caused unnecessary distress or anxiety by their involvement in programmes or by the broadcast of those programmes

*Rules 1.28-29, Ofcom Broadcasting Code 2013.*

5. This means that all professionals involved in the commissioning and making of programmes must exercise 'due care' to protect the welfare of participants especially those under the age of 18 years
6. This obligation stands irrespective of any consent given by a parent or other adult acting in *loco parentis*. The principle of 'due care' stands from initial approach to transmission and beyond
7. Other laws regarding children are relevant also. This involves their interests and protection taking priority over any editorial requirement
8. You are consenting to the professional sharing information about you and your child, and for the psychologist to explore the information provided
9. Your rights to privacy and confidentiality are of utmost concern and thus the confidential nature of this information will be respected by the psychologist in accordance with their own professional guidelines (referred to below)

### **What is a psychologist?**

1. A psychologist studies people, the mind and behaviour
2. The psychologist involved with your child will be a Registered Practitioner Psychologist with the Health and Care Professions Council. This is the regulatory body in the UK which keeps a register of professionals who meet HCPC standards in terms of their training, professional skills, behaviour and health
3. In addition, the psychologist will be a chartered member of the Division of Educational and Child Psychology of the British Psychological Society. Chartered Membership reflects the highest standard of psychological knowledge and expertise; whereas, a Fellowship is awarded in recognition of several years' experience, competence and contribution to the field of psychology
4. The principles outlined in the Generic Professional Practice Guidelines and Code of Ethics and Conduct of the British Psychological Society are: respect for the autonomy and dignity of persons, scientific value, social responsibility and maximising benefit and minimising harm



5. Also, the psychologist is required to exercise ethical judgment of their own in line with their personal and professional responsibilities
6. The psychologist has safeguarding training and holds enhanced DBS clearance

### **What I am consenting to?**

1. This form is written consent or parental/carer consent for you and/or your child's agent and/or programme/film/production-makers and/or other party to consult with a psychologist about you and/or your child
2. Your agent or your child's agent and/or programme/film/production-makers and/or other party will have talked to you about asking a psychologist to work with them in relation to your needs or those of your child
3. You are consenting to the them sharing information about you and/or your child, and for the psychologist to explore the issues raised. Your rights to privacy and confidentiality are of utmost concern, and thus the confidential nature of this information will be respected

### **What will the psychologist do?**

1. Involvement from the psychologist may occur before, during and/or after the making or the programme/film or other production
2. As stated, this may be part of the 'background checks' by the programme-makers to ensure the suitability of contributors or child contributors or to ensure that you, and/or your child understands the possible positive and negative consequences of their involvement
3. This might include for example, the possibility of bullying at school, being criticised by the press or other members of the public
4. The psychologist will want to know your views, or those of your child on the current role/work they are involved in
5. This may include asking you about you life and/or your child's birth and life story so far, including how they are getting on at school/college
6. The psychologist may talk to someone else that knows you and/or your child well
7. The psychologist may ask you, or others to complete assessments in questionnaire form. This allows the psychologist to collect a lot of information in an efficient way
8. The psychologist may observe you and/or your child interacting with you, or with others
9. The psychologist will talk to you and/or your child to see how they listen and speak (if they are able to), but will note also your child's confidence and to gain your child's views if they can express them
10. The psychologist may ask you and/or your child about their life, things that have happened to them
11. The psychologist may assess your child's ability (that is, how they learn and think)
12. The psychologist will evaluate your child's emotional wellbeing in a particular situation (*e.g.*, audition / interview / read-through) or during the making the programme/film or other production or afterwards. This may be part of assessing you or your child's social and emotional development (that is, how you or they communicate, interact with others, manage emotions and deal with things that have happened to you or them or the topics being covered in the production)
13. The psychologist may observe you and/or your child's physical or sensory development (that is, how they stand, move about and process information through their eyes and ears, or other senses)
14. For assessment and/or training purposes, the psychologist may record the assessment or conversations. You and/or your child may be used to recording equipment already from their professional role. This is because most conversations and some assessments require transcribing in order for the psychologist to capture your words and/or your child's words. Video recording may be necessary if the psychologist uses particular psychological assessments that require additional analysis (for instance, in *Video*



Interactive Guidance or the Care Index assessment). Your consent for this is requested on this form and the psychologist will remind you beforehand if they need to use this equipment

### **What happens once the involvement of a psychologist ends?**

1. As stated, the principle of 'due care' stands from initial approach to transmission and beyond
2. This means that the involvement from the psychologist may be requested in the run up to transmission (post-production) and afterwards
3. The programme/film-makers and/or broadcaster may seek advice about you and/or your child's views or wellbeing since their involvement and/or what support is appropriate in this regard
4. Further, they might seek a view in relation to how the publicity may affect you or the child/young person, for instance
5. After the programme has been aired, they may seek a view as to the impact of the transmission on you and/or your child and/or family as it may be appropriate to offer counselling or some other 'aftercare' support for a fixed period
6. In addition, if it is felt that onward referrals would be beneficial to you or your child, then the psychologist will ask for your further consent to do this
7. In very rare situations, onward referrals and information may be shared with other services without obtaining your consent in order to protect your child or others from significant harm

### **Who processes your personal data?**

1. To comply with the General Data Protection Regulation 2016 and the current Data Protection Act 1998, iPsy has a data privacy policy available. This names the Data Controller and what 'personal data' and 'sensitive personal data' is processed, why it is processed and when it will be deleted
2. The professional who made the initial request will keep a record of the involvement of the psychologist. This occurs usually in relation to more sensitive or controversial programme content, as some programme-makers are required to demonstrate compliance with guidance and regulatory obligations
3. The psychologist will keep all paper and electronic copies of consent forms, reports and relevant paperwork (and digital recordings if relevant) as part of their involvement. This data will be labelled as 'confidential' and stored securely in the office of iPsy and then prepared for a longer period of secure storage
4. Where the subject is an adult, the data will be kept for 7 years from the end of involvement. Where the subject is a child, the data will be kept until the child is 25 years. After this time period, all forms of personal data will be deleted permanently. However, in some cases the data will be kept for as long as necessary. This is where we decide we have a legitimate interest to do so, such as for safeguarding
5. You have a legal right to know what personal data is being held about you and/or your child if you are a parent with parental authority. This can be done through what is called a data subject access request
6. When your child reaches the age of 16 however, most young people have the capacity to understand the confidentiality of personal data and can make their own data subject access request

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**8. Fee Estimate**

To be completed by the Psychologist from iPsy:

**Name of Psychologist:****Fee (per hour / per day):**

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**Estimate of Fees****Request for:****Dates required:****Travel costs:****Total Fee Estimate:**

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**UK Travel costs: £0.52 per mile by car plus parking charges or using receipts from relevant transport****International travel: By air economy class (or business class if one portion of journey exceeds 4 hours). Costs to include transfers, accommodation and subsistence**

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**Cancellation Costs: A cancellation fee of 50% of the estimate will be charged if a confirmed engagement is cancelled within 48 hours. Any travel costs incurred will also be charged if applicable.**

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*Person authorised to commission completes Section 9 and keeps Section 10:*

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**9. Authorisation for funding:****Name:****Position:****Organisation:****Address:****Telephone:****Email:**

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**Signature (as End-User as stated in Section 9):****Date:****Print name:**

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## 10. Contract

This *Request for Involvement* form includes the contract for services as specified below.

### The Referrer/End-User agrees:

1. To have read and accepted the information provided about fees
2. To ensure that the child and/or adult/parent/carer are consulted as to why the referrer would like to involve a psychologist and to seek their signed consent
3. To inform the psychologist directly of any problems with arrangements within 48 hours of the psychologist's arrival. Under this time, the visit will be cancelled incurring a cancellation fee of 50%
4. During the psychologist's involvement, the referrer is liable for payment regardless of whether the child/young person turns up or engages with the psychologist. The same applies to adults/parents/carers that do not attend meetings for whatever reason. Rescheduling may increase costs
5. To pay for the involvement of the psychologist as stated on the invoice within 28 days of receipt of the Invoice
6. To pay an administration fee of £25 per email/letter sent in relation to overdue payments. To pay interest on overdue payments which is incurred at a daily rate of interest of the Bank of England base rate + 8%
7. To assist the psychologist in information sharing and the confidential storage of personal and sensitive personal data. Please request our data privacy policy about GDPR compliance

### The Psychologist agrees:

1. To provide the services specified in this contract, and within the specialism and expertise of their professional qualifications. This includes assessment of adults and children
2. To uphold the *Generic Professional Practice Guidelines and Code of Ethics and Conduct* of the *British Psychological Society* and the registration requirements of the *Health and Care Professions Council (HCPC)* For instance, the principles outlined in BPS guidelines are: respect for the autonomy and dignity of persons, scientific value, social responsibility and maximising benefit and minimising harm
3. In addition, the psychologist is required to exercise ethical judgment of their own in line with their personal and professional responsibilities
4. To be independent, impartial and neutral. Their paramount duty is to the needs of the child concerned
5. To provide an estimate of time and costs involved if requested
6. To apply the behaviours and norms as to conduct according to a professional environment and the requirements of their profession

### Other:

1. For the avoidance of doubt, the psychologist confirms that he/she has adequate personal indemnity insurance and agrees to provide written evidence of such insurance if required
2. The psychologist confirms that he/she holds an *Enhanced Disclosure and Barring (DBS) Certificate* and agrees to provide written evidence of such when required
3. Both parties undertake to maintain the confidentiality and security of sensitive information
4. These provisions shall survive the termination of this Contract however that occurs