



## Request for Psychologist's involvement with your Child / Teen

(Parent's Form)

<b>Name of Child/Teen:</b>		<b>Date of Birth:</b>	<b>Age:</b>	
<b>Sex:</b>	<b>Gender:</b>	<b>Other key identifiers:</b>		
<b>Cultural identity:</b>				
<b>School/Tutor:</b>			<b>Year:</b>	
<b>PARENT: Title &amp; name</b>		<b>Address &amp; phone/email:</b>		
<b>Sex</b>	<b>Gender</b>			<b>Parental Responsibility?</b> Yes / No
<b>Cultural identity</b>				
<b>PARENT'S Life Partner if relevant</b>				
<b>Sex</b>	<b>Gender</b>			<b>Parental Responsibility?</b> Yes / No
<b>Cultural identity</b>				
<b>PARENT: Title &amp; name:</b>		<b>Address &amp; phone/email:</b>		
<b>Sex</b>	<b>Gender</b>			<b>Parental Responsibility?</b> Yes / No
<b>Cultural identity</b>				
<b>PARENT'S Life Partner if relevant</b>				
<b>Sex</b>	<b>Gender</b>			<b>Parental Responsibility?</b> Yes / No
<b>Cultural identity</b>				



If, as parents you are separated, please state current stage of proceedings & contact arrangements:

Is the child's father or other parent named on the child's birth certificate?

Yes / No / Don't know

Family Details: Sibling list and significant others (*state if deceased*)

What are your concerns?

What do you hope to achieve by involving a psychologist?

If relevant, please include the following information as part of your request:

Most recent school report

Other written information you consider relevant

<b>Has your child experienced a traumatic event(s) or a significant separation or loss?</b>	
Event:	Age of child at the time:
<b>Additional information, please state:</b>	
Did you adopt your child and/or were they born using a donor or surrogate?	
Was your child born by caesarean section?	
Is/was your child breast-fed?	
Does your child have an au-pair or nanny / governess or a regular substitute carer? If so please give details:	
If they attend school, is your child at risk of school refusal, dropping out or being asked to leave?	
Are there current child protection/safeguarding concerns about your child? If yes, please state	
Is there anything else unique about your child or your family that might be relevant to your concerns?	

<b>Security preferences</b>				
Name of your PA or PS or private staff liaising?				
Please state other names or pseudonyms if you prefer to use them?				
Other relevant information or requests:				
Home address to be concealed?	Fee Estimate or Invoice to be masked?	Is security clearance required?	Do you use non-disclosure agreements?	Other matters re. status/profile
Y/N	Y/N	Y/N	Y/N	Y/N

## Parental Consent

### Authorisation: Name(s) & Signature(s) of Parent(s) authorised to give consent:

Name ..... Date

Name ..... Date

*Please submit by email. Tick if you would you like a fee estimate before you go any further?*

### What is this consent for

1. This form is your written consent for a psychologist from iPsy to consult with you (and/or others on request) about your child's development or their situation, role or position in life
2. Your rights to privacy and confidentiality are of utmost concern. Thus, the confidential nature of this information will be respected by the psychologist in accordance with their own professional guidelines and legal responsibility
3. **Parental responsibility:** Unless evidence to the contrary which might arise at any time, the psychologist assumes that parents will act in the best interests of their children
4. In England and Wales, one parent can provide parental consent for a health professional to become involved with their child, so long as they hold parental responsibility. In Scotland however, a parent with parental responsibility must show regard to the views of any other person with the same rights and responsibilities
5. If you are a sole parent referring their child, it is agreed by contract that you seek the agreement or at least inform your child's other parent if they too hold parental responsibility. This includes information sharing of the psychologist's records. However, the psychologist can communicate directly with your child's other parent to seek consent and/or share records with them if you prefer
6. **Information sharing:** You are consenting to sharing information about you and/or your child, and for the psychologist to explore the issues raised and to form an opinion. This can include information provided by others, other professionals and/or private staff involved with you and/or your child
7. As above, confidentiality is implicit in a psychologist's practice. However, if, as parents you use non-disclosure agreements via your management or public relations representative or related to your private staff then, do indicate this on referral and/or provide the terms for information
8. In England, Wales & Northern Ireland, parental responsibility may be exercised until a young person reaches 18 years. In Scotland, parental responsibility may be exercised until a young person reaches 16 years, with parental guidance enduring until a young person reaches 18 years

9. **Diagnosis:** If you are seeking a mental health diagnosis for you and/or your child, then please ask your family GP to refer you to a psychiatrist. The work of a psychologist is non-diagnostic. However, findings from a psychological assessment can *inform* diagnosis or the *likelihood* of diagnostic thresholds being met

## SAFEGUARDING

1. **High risk:** If at ANY stage of involvement of the psychologist (at this moment, during or afterwards) you have concerns about the welfare of yourself or your child. That means - if you have found something, seen or heard something or just sense that you or your child is of high-risk self-harm or suicide, or of harming someone else, then ring emergency services (in the UK 999, US 911, Europe 112 or the equivalent in your country). Alternatively, you can take yourself or your child to your local hospital's *Accident & Emergency* department
2. **Low-moderate risk:** If you think the risk of harm is moderate to low, then you can call your family doctor and ask for an emergency appointment. You can just tell the psychologist and/or someone else or your child's school and they can do this for you
3. **Urgently need to talk to someone:** Alternatively, you can talk to the *Samaritans* (in the UK call 116 123 or [www.samaritans.org](http://www.samaritans.org)) or *Befrienders Worldwide* (if you are outside the UK, go to [www.befrienders.org/contact-us-1](http://www.befrienders.org/contact-us-1) and enter your country)
4. **Client confidentiality:** This is a fundamental duty towards you and/or your child, but not absolute. The psychologist will be very clear in their understanding of the nexus between maintaining confidentiality and promoting safeguarding. This means that information can be shared with you and/or your child's consent (if they are competent to give it). However, consent is not required when information sharing is determined necessary to safeguard you and/or your child's welfare. Nevertheless, it is considered good practice to seek consent and/or inform you and/or your child that information is being shared
5. **Information sharing to or from other professionals:** If information sharing is required or has been requested from other services, concerning safeguarding, then your consent to share information is not required. Nevertheless, it is considered good practice to seek consent and/or inform you that information is being shared. In very rare situations, information may be shared with or between services without obtaining consent. This arises where there is concern that you, your child or someone else is at risk of significant harm. In the UK, this might include your local authority's safeguarding social workers and/or emergency mental health services via or including the police. Outside of the UK, this will involve your host country's welfare or emergency services

## What will the psychologist do?

1. **A psychologist studies people:** their minds and how it dictates and influences their behaviour, from communication and memory to thought and emotion. A psychologist is a health professional, qualified to assess a person's psychology and to provide advice to bring about change

2. **Information gathering:** Depending on the nature of the involvement of the psychologist, consultation with a psychologist involves gathering subjective information from you as the child's parent and reading any written information you share with them
3. The psychologist may ask you about your child's birth and life story so far, including how they are getting on in the family and/or at school or in education if they are tutored privately
4. On request, the psychologist may talk to your private staff or a member of staff at your child's school that knows your child well about your child's development or their situation, professional role or position in life
5. The psychologist may ask you, your private staff or school staff to complete assessments in questionnaire form. This allows the psychologist to collect a lot of information in an efficient way
6. The psychologist may observe your child interacting with you, your private staff or with others about your child's development or their situation, professional role or position in life
7. **Observation & assessment:** The psychologist may carry out objective observation of your child, and/or their interaction with others. Depending on the age and stage of development of your child, the psychologist will talk to your child to see how they listen and speak (if they are able to). The psychologist will note your child's confidence and gain your child's views on their current situation if they can express them. This may include asking your child about their life, things that have happened to them and/or what things need to change to improve their situation
8. **Cognition & learning:** The psychologist may assess your child's *cognition & learning*. That is, how they think, problem solve with words & numbers and learns generally in the context of assessment of their cognitive abilities. This may include their intelligence (IQ). This might involve observation and/or doing memory tasks or problem-solving tasks
9. **Communication & social interaction:** The psychologist may assess your child's *communication & social interaction*. That is, how they speak, listen and generally communicate, interact with others. If your child requires a comprehensive specialist assessment of this area of development, then the psychologist will recommend an onward referral to a speech & language therapist
10. **Social, emotional and mental health:** The psychologist may assess your child's emotional wellbeing. This includes how they feel about themselves and their life. How they manage their emotions and deal with upset and/or things that have happened to them or manage their position in life. This might involve observation, interacting or playing alongside your child, or doing tasks or looking at pictures or video/film/media footage
11. **Physical and/or sensory needs:** The psychologist may observe and gather information to form a *general* overview about your child's physical capabilities. This includes how they stand and move and their sensory regulation (vision, sound, smell, taste & body in general). If your child requires a comprehensive specialist assessment of this area of development, then the psychologist will recommend an onward referral to an occupational therapist
12. **Applied psychology:** The work of a psychologist is informed by a range of key psychological and philosophical theories. For instance, with iPsy, 'consultation' is a conversation that uses techniques from *motivational*

*interviewing*. This approach will guide you through your concerns, help you clarify issues or difficulties, identify any positives and strengths, explore your motivation for change and promotes your independence and/or control of any decision making

13. Consultation is *non-diagnostic*. This means that your thinking or behaviour or, that of your child will not be *medicalised* and 'diagnosed'. Instead, we will explore your environment and what has *happened* to you and/or your child, rather than what is *wrong* with you or them. This is *client-centred* practice where the psychologist works *with* you as a 'client' as you bring about change, as opposed to *treating* you as a 'patient'
14. Other theories inform this conversation such as *personal construct psychology*, which identifies your world view and what drives your thinking or behaviour. *Self-actualisation* which is the process of achieving our full potential. *Social learning theory*, which illustrates how most behaviour is learned and *positive psychology* which the process of building a life that has meaning and purpose (if that is what you want)
15. The psychologist will have other key theories underpinning their practice unique to them. For instance, ideas of *power/knowledge* and identifying the *conditions of possibility* for the way a person thinks or acts. Ideas about *freedom, responsibility* and *critical psychiatry*. Concerns about the *commercialisation* of mental health and seeing the relationship between a child and parent as a *dynamic* process of *attachment* and *adaption*
16. For assessment and/or training purposes, the psychologist may record the assessment or conversation. Your consent for this is requested on this form and the psychologist will remind you beforehand if they need to use this equipment. This data is personal data and is processed securely and/or anonymised and/or deleted after use unless a confidentiality agreement is in use

#### **How will I know what the psychologist thinks?**

1. The psychologist will give you brief verbal or written feedback after speaking or meeting with you. Whether this is in person, by telephone, by text or email will vary. If your child is under the age of 16, then you will receive a written record or report from the psychologist about their involvement with you and/or your child. Anyone aged 18 and over is an adult. If your child is aged 16-25, then they will receive a written record directly
2. In regard to a psychological assessment, the psychologist's report will provide a profile of strengths and difficulties (or differences). The psychologist may confirm and/or identify current or further possible issues or difficulties for you and/or your child. The psychologist will provide advice and next steps. These are further things for you to consider in support for you and/or your child to move forward
3. In regard to individual consultations or consultation sessions, the psychologist will provide a summary record. This will include therapeutic techniques used, an evaluation of your child's engagement and next steps. These are further things for you to consider in support for you and/or your child to move forward
4. Advice and/or next steps may include referrals to other professionals for further assessment or an opinion. This might involve recommendations to change your child's family life in some way or teaching & learning environment. It might involve recommendations to change the way you communicate with your child or how you see them and the issues. It might involve ongoing consultation with a psychologist or 'talking therapies' that

might help you and/or your child in your family or professional life. Alternatively, the advice might involve recommendations to do nothing yet, other than to increase understanding of your child's individuality and/or to maintain things the way they are and/or to 'wait and see' how your child develops

5. **FACTS & OPINIONS:** You can talk further with the psychologist at your request. Note however that this is **chargeable time**. The psychologist's record or report will contain facts and opinions. A fact is information such as, a date of birth, or a referral that was made, or an event that happened for instance. If you see any facts that you think are wrong or incomplete, or left out of the psychologist's report, then please let them know. Sometimes, people are certain that something has happened and believe this to be a fact. However, unless it can be proven, this event is not a fact, only an opinion
6. An opinion is what you, or someone else understands happened or thinks about what happened, based on the information you, or they have. This information is considered *subjective*. It may be what you or others have seen or heard. Your opinion is not held as fact. The psychologist's advice will be their opinion. Neither is this held as fact. However, relative to your opinion, it would be considered an objective and independent view in the context of the information the psychologist has been given or gathered. This may include information from psychological testing
7. **Receiving a psychologist's opinion and/or advice:** How you receive the psychologist's advice or opinion will be unique to you. You and/or your child are likely to feel seen or heard, validated, encouraged, comforted, relieved, supported and/or understood. Alternatively, sometimes you may feel challenged, tested, vulnerable, surprised or find it difficult or *very* difficult to hear or read what the psychologist thinks. This is not the intention of the psychologist. Therefore, they may prepare you first and/or ask you whether you are *ready* to receive difficult findings and/or advice. If you are not ready, then the psychologist will wait. They may offer or advise that you take time or seek support as part of the process. You may agree with the psychologist's opinion, or you may not. If you disagree with the psychologist's opinion, then let the psychologist know. They will then explain further why they have formed this opinion. Even then, you may still not agree, but you may understand why they have formed this opinion. If you provide new information, then the psychologist may think about their opinion further
8. If your child attends school or has a tutor or other professionals involved with them, the psychologist will provide other versions of their involvement on request. Alternatively, these may include findings and/or advice relating to their involvement or work or practice with your child. These records may not be sent to you if they are confidential to a professional. If this information is shared, then it could be redacted. You can make a subject access request about any personal information held or processed in any documents, but they are likely to be redacted accordingly
9. If the psychologist thinks that onward referrals to other professionals may be useful to you, or your child, then the psychologist will tell you. This will never be carried out without your express consent



## Who processes your personal data?

1. To comply with UK law - the General Data Protection Regulation 2016 and the current Data Protection Act 1998, *iPsy* has a data privacy policy which you can request. The psychologist will process your personal data and/or that of your child lawfully, fairly and in a transparent manner. This is on the legal basis of a contract for services with you as a parent and/or the psychologist's legitimate interest to hold and process your personal data and/or that of your child for the purpose of forming a professional opinion
2. For your own records, the psychologist will send you their report by email or post. Please store this report securely at home. If relevant, the school will keep a record of the report too. They will share this report with relevant staff and may share it with other professionals involved with your child. 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 and then prepared for a longer period of secure storage
3. 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 the psychologist decides that they have a legitimate interest to do so, such as for safeguarding
4. 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
5. 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. However, the records they receive may be redacted. This is because health professionals are permitted to determine what data is exempted under what is called the 'health data – serious harm test'. This is a consideration of whether sharing personal data might cause serious harm to the physical or mental health of any individual

## Contract for Services

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

**You** (the person[s] named under 'Authorisation' on page 4) **agree:**

1. If relevant, to inform and/or seek the agreement of the child's other parent about consulting with a psychologist in relation to your child - if they have parental responsibility (see '*Parental Responsibility*' on p.11)
2. To request an estimate of fees (if required) before booking an appointment to meet or to speak with the psychologist

3. To assist the psychologist in safeguarding your child's welfare and information sharing
4. To assist the psychologist in the confidential storage of sensitive data. All communications to and from the psychologist (including to your child) are treated as strictly confidential and will not be forwarded in any form on any media by anyone without consent
5. On receipt of email attachments, to detach confidential documents and store securely including changing document passwords for storage on your own system and/or devices
6. To recognise the fees for *consultation* and/or *psychological advice* stated in the *Consultation Menu* is hourly. This refers to contact time and non-contact time required to provide you with a record of a session and/or advice
7. To recognise the fee for *psychological assessment* stated in the *Consultation Menu* is a fixed fee. However, additional consultation and/or assessment time may be required to provide you with findings and/or advice. This includes request to speak or meet again with you and/or your child about findings and/or advice
8. If you have been invited to become a member of *iPsy*, to complete the direct debit mandate within 48 hours of your first session or appointment. Membership is a subscription enabling members priority access to psychological services and/or advice as part of personal and/or professional lifestyle management
9. Alternatively, recognise that on referral, you or your representatives will be invoiced to provide a minimum of £1,000 on account before or within 48 hours of your first session or appointment
10. To lose full payment for the session/involvement, if you or your representative cancels an appointment within 24 hours of the date and time agreed. Similarly, for time incurred where you or your partner or your child are late or interrupted or disengaged during sessions for whatever reason
11. To arrange for invoices to be settled within 28 days of the date of the invoice received by email. Please check your 'junk' inbox
12. To settle invoices relating to sessions cancelled by the parent or their representative within 24 hours of the date and time agreed. Similarly, for time incurred where you, your partner or your child is late, interrupted or disengages for whatever reason
13. To settle invoice regardless of whether you or anyone else involved or you told, agrees or disagrees with the psychologist's opinion/advice
14. To pay an administration fee of £25 per EACH communication required to recover overdue payments. Also, from the Due Date pay interest on overdue payments which is incurred at a daily rate of interest of the Bank of England base rate + 8%

**The Psychologist agrees:**

15. To provide the services specified on referral and in this contract, and within the specialism and expertise of their professional qualifications
16. To uphold the *Generic Professional Practice Guidelines* and *Code of Ethics and Conduct* of the *British Psychological Society* (BPS) 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
- Also, the psychologist is required to exercise ethical judgment of their own in line with their personal and professional responsibilities

10. To be impartial and neutral
11. Where children are involved, the psychologist's paramount duty is to the needs of the child
12. To apply the behaviours and norms as to conduct according to the requirements of their profession
13. Notwithstanding the principles of client confidentiality, to review the terms of any non-disclosure agreements relevant to you, your partner, your staff or your child(ren)

**Other:**

14. For avoidance of doubt, the psychologist confirms that they have adequate personal indemnity insurance and agrees to provide written evidence of such insurance if required
15. The psychologist confirms that they have up-to-date safeguarding training and holds an enhanced *Disclosure and Barring Service (DBS)* check. This can be checked [here](#) or the certificate can be produced by the psychologist on request
16. Both parties undertake to maintain the confidentiality and security of sensitive information. Please request our data privacy policy for information on our website about GDPR compliance
17. These provisions shall survive the termination of this Contract for services, however that occurs

**Parental Responsibility**

The information below does not form part of this contract. It is information only not to be relied upon in place of independent legal advice

In UK law, 'parental responsibility' is defined by section 3(1) of the *Children Act 1989*. It focuses on the duties of a parent(s) towards their child, rather than their rights over their child. A summary is below –

1. If a child's birth was *registered* from 15th April 2002 in Northern Ireland, 1st December 2003 in England and Wales and 4th May 2006 in Scotland, then both parents have parental responsibility if they are registered on the child's birth certificate
2. For births registered in England, Wales or Northern Ireland, a father acquires parental responsibility if he is married to the mother at the time of the child's birth or subsequently. An unmarried father will acquire parental

- responsibility if he is recorded on the child's birth certificate (at registration or upon re-registration) from 1st December 2003 in England or Wales and from 15th April 2002 in Northern Ireland
3. For births registered in Scotland, a father acquires parental responsibility if he is married to the mother at the time of the child's conception or subsequently. An unmarried father will acquire parental responsibility if he is recorded on the child's birth certificate (at registration or upon re-registration) from 4th May 2006
  4. For births registered outside the United Kingdom, the above rules for the UK country where the child resides apply
  5. An unmarried father, whose child's birth was registered before the dates mentioned above, or afterwards if he is not recorded on the child's birth certificate, does not have parental responsibility even if he has lived with the mother for a long time
  6. However, the father can acquire parental responsibility by way of a court registered parental responsibility agreement with the mother or by obtaining a parental responsibility order or a residence order from the courts
  7. Married step-parents and registered civil partners can acquire parental responsibility in the same ways
  8. Parental responsibility awarded by a court can only be removed by a court
  9. Parents do not lose parental responsibility if they divorce – neither can a separated or divorced parent relinquish parental responsibility. This is true even if the parent without custody does not have contact with the child and does not make any financial contribution
  10. Other people can also acquire parental responsibility for a child. A testamentary guardian will acquire parental responsibility if no one with parental responsibility survives the testator. A guardian appointed by a court will also acquire parental responsibility
  11. When a child is adopted, the adoptive parents are the child's legal parents and automatically acquire parental responsibility
  12. A local authority acquires parental responsibility (shared with anyone else with parental responsibility) while the child is subject to a care or supervision order
  13. Foster parents rarely have parental responsibility
  14. For a child born under a surrogacy arrangement, parental responsibility will lie with the surrogate mother (and husband if married) until the intended parents either (a) obtain a parental order from a court under the Human Fertilisation and Embryology Act 1990 or (b) adopt the child
  15. In England, Wales and Northern Ireland, parental responsibilities may be exercised until a young person reaches 18 years
  16. In Scotland, only the aspect of parental responsibilities concerned with the giving of 'guidance' endures until 18 years, guidance meaning the provision of advice. The rest is lost when the young person reaches 16 years