



## **Arts Therapy Referrals**

### **Guidance Notes and Frequently Asked Questions**

Thank you for considering a referral to our online arts therapy service. Our arts therapy service is open to children and young people between the ages of 5 and 25. We offer face to face and online arts therapy sessions under different programmes.

You apply by completing a referral and risk assessment form and emailing it back to us. We aim to get back to you within two weeks to discuss next steps.

### **Who can apply?**

Young people are welcome to complete the forms on their own or with a parent/carer/ friend and post it to us. However, we do encourage people to complete the forms with a health care professional if possible (like your doctor, social worker or support worker). This is because in order to accept a referral we will need permission to share information, if needed, to help the young person remain safe and be better supported. If you would like help completing the form please email [info@youthartsandhealth.org](mailto:info@youthartsandhealth.org) and we arrange this.

### **How are referrals assessed?**

Referral meetings are regular and referrals are discussed by our clinical team and occasionally a trustee (Safeguarding Lead) if needed.

Referrals for our arts therapy service for shorter-term interventions are expected to be equivalent to Tier 2 cases for the NHS (e.g. not severe and complex in presentation). The Youth Arts & Health Trust will rarely offer short-term arts therapy to young people who have a diagnosis of personality disorder, possible psychosis and/or an immediate risk to life or to others. If this is the case, we will discuss whether medium-longer term therapy is possible or whether an additional safety plans need to be in place.

Young people with more severe, enduring or complex problems, usually Tier 3 and 4 cases, may require Child and Adolescent Mental Health Services (CAMHS) or Adult Mental Health Services intervention. Tier 2 cases can also be referred to CAMHS or Adult Mental Health Services. You can discuss this with your GP.

Following a referral being received we will contact you to discuss suitability for our service and practicalities like funding, whether online or face to face would be best and the number of sessions we feel is most appropriate. We take the time to consider what is best for each child/young person. Once a referral is accepted as a good match for our service and we have a plan in place, a child/young person is usually invited for an initial meeting with one of our arts therapists with a view to beginning regular sessions.

### **What if my referral is not accepted?**

If together we decide that this service is not suitable for a young person at this time we may be able to offer an alternative package of sessions with an appropriate practitioner, signpost to other services or offer support to ask for help from CAMHS or other services (e.g. by providing our written assessment to your GP to help with a referral to CAMHS).

## Why do you have an affordability question on the form?

As a charitable organisation we seek to offer fully-funded or reduced price sessions as often as we can and especially for those who are least able to afford therapy. What we can offer is also dependent on our charitable funds available at the time.

We ask that you tick a box to indicate your total family income bracket and also let us know about any potential funding streams you may be able to access for therapy (e.g. Local Authority, Adoption Support Fund). This is because we aim to allocate our grant funded places to those who most need it financially and who are least likely to have access to funding elsewhere.

## Fees and fee waiver requests

Everyone is welcome to apply for our grant funded sessions waiting list which offers fully funded sessions with all fees waived. For those who indicate a higher family income bracket we may suggest a donation towards our costs for sessions and this is voluntary. As an indicator we may ask:

Family Income bracket	Suggested donation
Under £20,000 pa [ ]	None
Between £20,000-£30,000 pa [ ]	None
Between £30,000-£40,000 pa [ ]	£10 per session
Between £40,000-£50,000 pa [ ]	£15 per session
Over £50,000 pa [ ]	£20 per session

All donations received are put towards offering further therapy sessions for children and young people and in doing so enable us to make the most of any grant funding received and help more families.

If we have no grant funded places to offer at the time of your referral and you would like to ask about purchasing sessions you can ask us for a quote and if our team has capacity to increase their hours this may be something we can offer for you.

If you have any questions at all please contact us.

## What if I am not registered with a GP?

A young person will need to be registered with a GP surgery to have their referral considered. This is in case we ever need to share information with their GP to ensure the young person's safety, or if there is a request by you to communicate with your GP.

## What is the legal status of the Youth Arts & Health Trust?

The Youth Arts & Health Trust is a registered charity no.1170692. We have 5 Trustees with experience in health, youth work and education. All our arts therapists are fully qualified and registered with the Health & Care Professions Council and you can check the registration of any arts therapist on the HCPC website.

## What information is shared, when and with whom?

**For children and young people under 18**, we require permission to share information if needed, as needed, in order to keep the young person safe and connected with others. We ask that the young person nominates a parent/carer and also a health care professional they trust and that this is agreed with us. We may then be in touch with the agreed preferred contacts or named professionals if appropriate with the following or similar information:

- A summary of our initial assessment of need and arts therapy plan
- A summary of a mid-intervention review
- A summary of the evaluation and completion report (including recommendations for further interventions or signposting if needed)
- Information to address any safeguarding, safety or legal issues should they arise

Summary documents contain feedback and information in themes, with limited detail, respecting the young person's confidentiality. Young people are invited to review summaries.

**For young people 18 and over** we require permission to share information if needed with their nominated health care professional and statutory services should any safeguarding or safety concerns arise. Arts therapy summaries and additional information is not shared with others unless previously agreed with the young person, or our legal duty of care means we need to share information to keep someone safe.

## **How and why do we hold your personal information?**

In order to comply with the new data protection regulations under the General Data Protection Regulations (GDPR) we have an obligation to explain to you how and why we hold information on you as well as the rights you have to see the information we hold on you. Please read the information below carefully and if you have any queries please do feel free to contact us for more clarification.

### ***Your Personal Data***

We will hold and process information on you relating to engagement in arts activities and arts therapies. These include but are not limited to referral forms, risk assessment forms, clinical notes following arts therapy sessions and copies of letters to other healthcare professionals.

Information will be anonymised wherever practicably possible and stored safely and securely. We will only request, hold and share information that is directly related to your engagement with our services (current, future or past) as well as information that we require to ensure that your contact with Youth Arts & Health Trust (YAHT) runs smoothly and safely for all concerned and that you are properly supported whilst accessing our services. We will not share your data with any other third party not connected to your relationship with Youth Arts & Health Trust unless we have your expressed permission to do so.

### ***Right to Deletion and Removal of Personal Data***

You can write to us and request that we delete and remove any personal data we hold on you, however there may be reasons why we need to hold this data and this will be properly explained to you. There is information that we are obliged to hold if you are or have been a client of our services in order to protect you and those who work with you. All paper based information that we hold will be destroyed after a maximum of 6 years after your last contact with YAHT and all electronic data deleted within 6 years of your last contact with YAHT - this is because we are obliged to hold on to this information in case there are any safeguarding or legal issues that we are required by law to be involved in after we stop working with you.

### ***Right to Rectification***

You have the right to request that we amend any personal data we hold for you if you believe that it is incorrect. You can send this request either by email to us or send it to our address (all contact information is on our website) and we will confirm that the information has been amended or clearly explain why we cannot do this.

### ***Subject Data Access Request***

You have the right to request at any time confirmation of the actual personal data that we hold for you and how this has been processed. You can send this either by email or by post and it will be actioned within 14 days of receipt.

### ***Complaints about your data***

In the first instance, if you have a complaint about how we hold or process your personal data then please contact us at the email or address on the Contact Us tab. If you are still dissatisfied with our response, then you have the right to contact our Board of Trustees and/or the Information Commissioners Officer (ICO) at the following website <https://ico.org.uk/>

### **What if I have other questions?**

Please email us on [info@youthartsandhealth.org](mailto:info@youthartsandhealth.org) to ask one of us to call you back. You may find more information on our website [www.youthartsandhealth.org](http://www.youthartsandhealth.org).

**If you would like to see a copy of our Safeguarding Policy, Feedback and Complaints Policy, Data Protection Policy or other policies please contact us.**