

Behaviour Analysis Clinic

Early Intervention Service

**Terms and Conditions**

**Emma Abberley Scholarship**

**Calendar and Hours of Operation**

The clinic operates according to the Rhondda Cynon Taff and University of South Wales academic calendars. The clinic opens for clients on 5 September 2022 and closes 21 July 2023. Holidays and clinic closures are announced in monthly clinic newsletters.

The clinic is open for clients from 8:30 am to 4:30pm Monday through Friday. Clients may attend for a full day, or a half-day session. Morning sessions are 8:30am to 12:30pm and afternoon sessions are 12:30pm to 4:30pm. The schedule of the successful applicant will be agreed in advance with the Clinical Lead and Nursery Manager.

**Admission**

Children will be admitted only after attending an intake session and completion of all necessary forms, including a legally binding service agreement. The final determination of your child’s suitability for the setting will be made following the initial intake meeting. If the client is of statutory school age, it is the responsibility of the family to ensure the relevant authorities are notified and approve the sessions at the clinic prior to accepting the scholarship.

**Funding**

The scholarship covers costs for 3 therapeutic sessions per week (4 hours per session) for one academic year (37 weeks, 5 September 2022 to 21 July 2023) at the USW Behaviour Analysis Clinic Early Intervention Service. The sessions may be scheduled as 3 half-day sessions (morning or afternoon) or 1.5 full day sessions. **Families who cannot commit to three sessions per week are not eligible for the scholarship.**

The session schedule will be set out in the service agreement, following discussion between parents/carers and clinic staff. The clinic is closed for all school holidays and half terms.

The scholarship funds only the fees for direct therapy sessions and standard reports. Families will be expected to cover any additional costs for services, including, but not limited to, transportation, attendance at external meetings, and parent-requested reports.

There is no cash value to this scholarship. Funds can only be used to access the services set out above and cannot be transferred to other ABA programmes or services.

The scholarship is for one academic year only and cannot be extended. If the family wish to continue with clinic services at the conclusion of the scholarship, funding must be arranged by the family. Upon conclusion of the scholarship year, we will hold a place at the clinic for the scholarship recipient until the 1st September 2023, should the family wish to continue the placement via another funding route.

**Length of Service Agreement**

Service agreements run for the academic year (September to July). Parents/carers will be asked to sign a new agreement at the start of each academic year, which includes any changes to terms of service or fees. The service agreement for the Scholarship will be the same as for privately funded clients and the updated version for academic year 22/23 will be available in August 2022 for the successful applicant to read and sign prior to the first clinic session.

The start date for the scholarship is 5 September 2022 and the end date is 21 July 2023. The recipient may start at a later date at the discretion of clinic staff, but the end date will remain unchanged.

**Withdrawal of Services by the Parent/Carer**

Parents/carers may withdraw their children from the clinic at any time by giving written notice to the Clinical Lead. As we are a training clinic, we appreciate at least 30 days’ notice to facilitate rescheduling student placements.

If a parent/carer withdraws their child from the clinic, any remaining funds from the scholarship are forfeited. If the parent changes their mind about the placement after providing notice, the child will be placed on the waiting list and scheduled for services when a place becomes available. However, readmission to the clinic will render the parent/carer liable for any subsequent clinic fees (i.e., they will have forfeited access to payment via the scholarship).

**Withdrawal of Scholarship by the USW Behaviour Analysis Clinic**

We reserve the right to revoke the scholarship for persistent non-attendance to sessions or violation of any clinic policies. We will discuss any concerns with parents/carers if this situation arises and provide a reasonable, written timeline with expectations for addressing the problem(s). If the agreed timeline and expectations are not met, we reserve the right to terminate the scholarship with a notice period of 10 working days.

**Absences**

If a child cannot attend a session, the clinic requires as much notice as is practicable (preferably no less than 48 hours). Rescheduling for cancelled sessions is not guaranteed. However, clinic staff will attempt to reschedule a missed session within the same working week. If a missed session cannot be rescheduled within the same working week, the scholarship funds for that session will not be carried over to a different week.

If a child misses two sessions without 48-hours’ notice from the parent/carer or if there is persistent nonattendance, we reserve the right to terminate the scholarship. The scholarship awardee’s attendance to sessions will be monitored and reported monthly to the Emma Abberley Scholarship Panel.

Hospital appointments will not be recorded as absences, providing that the parent/carer provides written evidence of the appointment to clinic staff at least 14 days in advance of the appointment.

**Disclosure**

Parents/carers must inform clinic staff of their child’s general health and their immunisation history or any family circumstances or court order which might affect the child’s welfare or happiness, or any concerns about the child’s safety.

**Confidentiality**

Any information given by a parent/carer regarding their child will be treated with the utmost confidentiality, except in cases where a safeguarding issue is suspected. The divulging of confidential information by staff or clients relating to the clinic, its employees, or customers to any third party is considered a breach of confidence and as such is regarded as constituting gross misconduct which could lead to summary dismissal from employment or termination of clinic services.

**Data protection**

We abide by all relevant data protection laws. It is a legal requirement for the clinic to hold information regarding clients and staff. Basic information is used for registers, invoices, and for emergency contacts. All records will be stored in a locked cabinet or in password protected electronic files. Parents should refer to our Confidentiality Policy for more details.

Behaviour Analysis Clinic

Early Intervention Service

**Confidentiality Policy**

*We respect the rights of parents, children, staff, and students to have the information about them kept in the strictest confidence. Our confidentiality policy outlines the procedures for ensuring confidentiality and the limits of these procedures.*

Confidentiality of Client Information

We restrict access to information about clients (e.g., intake assessments, reports, service agreements, daily data sheets) to clinic staff and student therapists who are part of the child’s therapy team. Depending on the type of document, the information will be kept on a password-protected computer file, in a folder in a locked filing cabinet, or in a binder in a locked cupboard.

The procedures and outcomes of all clinic services, including clinical records, are strictly confidential. In most situations, clinic staff can only release information about a child’s treatment to people other than parents if the parent signs a written authorisation form. However, where collection and sharing of data is statutory (e.g., attendance of school aged children) or if we believe there is a safeguarding issue with a particular child, we may release information to relevant authorities without parental consent.

Because we are a training clinic and your child’s primary therapist will be a postgraduate clinician, your child’s case will be discussed in twice weekly supervision meetings between your child’s postgraduate clinician and an academic member of staff who serves as the student’s clinical supervisor. Your child’s case may also be discussed in group supervision meetings attended by other postgraduate clinicians and clinical supervisors. During supervision meetings, your child’s identity will be protected by only referring to him or her by first initial. All attendees of supervision meetings are bound by the BACB’s Professional and Ethical Compliance Code, which includes maintaining client confidentiality.

Parents also are expected to adhere to our confidentiality policy. Although parents may discuss their own child’s personal information, programmes, progress, or behaviour with anyone they deem appropriate, they are obliged to respect the confidentiality of other children in the clinic. This means that they should not discuss personal or family information, programmes, progress, behaviour, or any other details relating to another child who attend the clinic, unless there is a safeguarding concern. Failure to abide by this policy may result in termination of services.

Storage of Client Records

Consistent with records guidance from the National Health Service and the British Psychological Association, we keep children’s records until they reach their 26th birthday.

Confidentiality of Staff and Student Information

Information about Clinic Staff is held by the University’s Human Resource Office and on site at the Clinic. All staff and student information is held in locked filing cabinets or password protected electronic documents, accessible only by necessary clinic staff. This information will not be shared with any other individuals unless such sharing is a statutory requirement (e.g., showing staff files during a CIW inspection) or if information were required to investigate a safeguarding or fitness to practice issue.

Breaches of Confidence not Related to Statutory Regulations, Safeguarding, or Fitness to Practice

The divulging of confidential information by staff or students as it relates to the Clinic, its employees, or clients to any third party is considered a breach of confidence and as such is regarded as constituting gross misconduct which could lead to summary dismissal from employment or cancellation of student placement.

Data Protection

The University of South Wales is registered as a data controller with the Information Commissioner’s Office and undertakes to process personal information in line with Data Protection law.

The University undertakes to maintain data in secure conditions and to process and disclose data only within the terms of its Data Protection notification.

The University has a Complaint Procedure for individuals who are dissatisfied with the way their personal data has been handled.

Queries about Data Protection should be directed to:

Information Compliance Unit  
University of South Wales  
Pontypridd  
CF37 1DL  
Email: [dataprotection@southwales.ac.uk](mailto:dataprotection@southwales.ac.uk)