

Policy Statement on Confidentiality, Fees, Cancellation and Consent Form.

Confidentiality

All professional services are treated with the strictest confidence and the details of the policy on confidentiality is explained on this page. As a professional Social Worker I am an accredited member of the Australian Association of Social Workers (AASW) and I adhere to the policies and Code of Ethics of the Association. The AASW Code of Ethics can be viewed at www.aasw.asn.au

As part of providing a professional service to you (supervision, coaching or consultancy) I will need to collect and record personal information from you that is relevant to your current situation. This information will be a necessary part of our work together and will assist in the provision of a quality service to you. I will provide a copy of my notes from each session to you. All personal information gathered by me during the provision of professional services will remain confidential and secure except when:

- Failure to disclose the information would place you or another person at risk; or
- Your prior approval has been obtained to provide a written report to another professional or agency, e.g. a GP or lawyer or to discuss the material with another person, such as an employer; or
- It is subpoenaed by a court

All supervisees are required to sign a consent form which outlines the confidentiality policy and fees, including cancellations, as per below.

Fees:

The cost for a one hour individual professional supervision or coaching session is usually \$140. In some circumstances this fee may be negotiated. This cost can be considered as an expense incurred in the course of your professional work and is a legitimate tax deduction. Please keep your receipts for this purpose and discuss it with your tax accountant.

The cost of team supervision or facilitation and consultancy and training is negotiable – please contact me to discuss.

Cancellation Policy If for some reason you need to cancel or postpone your appointment, please give at least 24 hours' notice, otherwise you will be charged the cost for the session.

Consent Declaration:

I, (print name in block letters)..... have read and understood the above Consent Form and information. I agree to these conditions for the services provided by Interactive Solutions.

Signature: Date: