

Services	Cost*	Discounted rate for parents/charities*
Standard hourly rate (<i>for all services</i>)	£100	£80
Individual Advice and Consultation Package includes: <ul style="list-style-type: none"> • Structured observations of the young person at home or education setting including discussions with appropriate caregivers • Home and/or setting questionnaire such as the sensory processing measure (SPM) or DCDQ • Written summary of advice and recommendations • Feedback meeting 	£400	£350
Assessment Package includes: <ul style="list-style-type: none"> • Structured observations of the young person at education setting or home including discussions with caregivers • Home and/or setting questionnaire such as the sensory processing measure (SPM) or DCDQ • Formal Assessment Session: Standardised assessments will be used and tailored to the needs of the individual. Assessments may cover sensory discrimination/perception skills, sensory responsivity and recovery, executive function skills, postural control and movement skills, social/ emotional development, trauma/attachment. • Formal written report with specific recommendations and advice suitable for including in EHCP. • Feedback meeting 	£680	£595
Therapy Package A includes: <ul style="list-style-type: none"> • Therapy plan with related recommendations • 6 sessions with the young person including associated preparation, liaison and feedback. • Written summary and feedback meeting at the end of the package 	£780	£680
Therapy Package B includes: <ul style="list-style-type: none"> • As above but with 12 sessions 	£1300	£1100
12 hour Advice and Consultation Package: <ul style="list-style-type: none"> • 12 hours of Occupational therapy input to be used as and when required. • Can be used for observation and advice for individuals and groups, attending meetings, informal training, resource sharing, upskilling staff, support in setting up groups • To include any note keeping and preparation time required. • Valid for 1 year from date of purchase. 	£960	

*A **travel charge** will be made for journeys of more than 15 minutes each way at our standard hourly rate or part thereof to cover therapist time and 45p per mile.

Please see our FAQ page on our website for more information regarding our assessments



Education and Training Packages	
Length of Training	Cost
Half Day	£650
Full Day	£1000

Topics including but not limited to:

- Sensory circuits and sensory motor programmes
- Tools to support learners with sensory processing difficulties
- Self-regulation - Strategies for the classroom to help ready children for learning
- Introduction to Interoception; helping children develop mindful self-regulation
- Ask an OT session
- Fine motor development and handwriting in the classroom
- Coordination difficulties (Dyspraxia/DCD) and strategies for the classroom
- Embedded school-based Occupational therapy provision
- What is occupational therapy and how can we help?
- 'How to help your child/ young adult' series of parents talks: poor sleepers, picky eaters, meltdowns, reluctant writers, self-regulation, immature play and social skills, coordination difficulties, daily routines.

School annual packages (discounted rates)		
Contracted hours/week*	1 year	3 years
3 hours	£75 per hour	
1 day	£70 per hour	£65 per hour
2 – 3 days	£65 per hour	£60 per hour
4 – 5 days	£60 per hour	£55 per hour

*1 day is a minimum of 6 hours

Benefits of annual packages with Thrive OT:**

- A named OT or team of OTs, providing school based occupational therapy through consultation, collaboration, and targeted intervention.
- Up to 3 free information sessions for parents per academic year.

**based on minimum of 1 full day/week contract.

All Thrive OTs:

- Have an up to date DBS check
- Are registered with the Health and Care Professions Council (HCPC)
- Have appropriate insurance
- Receive regular clinical supervision and professional development



Thrive Occupational Therapy Services, Ltd
Terms and Conditions (Version 10)

1. **Provision of services.** Thrive Occupational Therapy Services Ltd (Thrive OT) Occupational Therapists will:
 - a. Have the necessary qualifications, experience, supervision and abilities to provide occupational therapy services.
 - b. Adhere to the Royal College of Occupational Therapy (RCOT) guidelines and code of conduct. A copy of the RCOT code of conduct can be obtained from: <https://www.rcot.co.uk/practice-resources/rcot-publications/downloads/rcot-standards-and-ethics>
 - c. Have an up to date enhanced DBS check (within the last 2 years or have the ability to be checked via the online system).
 - d. Be registered with the Health Care and Professions Council (HCPC). HCPC standards for registration can be obtained from: <http://www.hpc-uk.org/aboutregistration/standards/>
 - e. Receive regular supervision.
 - f. Have appropriate insurance.
 - g. Maintain detailed and accurate records in accordance with the Royal College of Occupational Therapy guidelines.
 - h. Maintain confidentiality: All details obtained regarding the child and family will remain confidential and will not be disclosed to any third parties without written permission. Occupational therapy documentation will only be shared with parental/school permission. All data is stored in line with the General Data Protection Regulation (see attached privacy sheet for details).
2. **Cancellation:**
 - a. You have the right to cancel your agreement with Thrive Occupational Therapy Services Ltd within 14 days without giving a reason.
 - i. To cancel the agreement, you must inform us (Thrive OT Services Ltd, 3 Hall Farm, Sywell Aerodrome, Sywell, Northamptonshire. NN6 0BN admin@thrive-ots.co.uk) in a clear statement (e.g. a letter sent by post or an email). You may use the attached form, but you do not have to. You can also fill out the form electronically and email it to us. We will send an acknowledgement email once we receive it.
 - ii. If an appointment or session is agreed and arranged for within the 14 day cancellation period, you will be liable for the reasonable costs of the those services already provided, including any admin or preparation time, until you have informed us of your cancellation.
 - iii. Therapy services: either party will give advance notice if needing to cancel/reschedule an appointment, when possible. If a client has to cancel a session with short notice, then a reasonable fee may be charged if the time slot cannot be filled.



- iv. Educational training sessions: 10 working days notice is required to cancel or rearrange a session. If less than 10 working days notice is given then a reasonable fee to cover preparation time, printing and loss of time will be charged.
3. **Invoices and payment:**
 - a. The advice and consultation package and assessment package will be invoiced in 2 equal instalments: 1st instalment upon allocation to an OT, the 2nd on completion, unless agreed otherwise. For schools and local authorities, packages will be invoiced in full on allocation of OT.
 - b. The regular school's advice and consultation package will be invoiced upon agreement. Hours will be valid for 1 year following commencement.
 - c. Therapy packages will be invoiced in equal instalments for parents and carers, following agreement of services, unless agreed otherwise. Therapy package A will be in 2 monthly instalments, therapy package B in 3 monthly instalments. For schools and local authorities, therapy packages will be invoiced in full on agreement of services.
 - d. All other individual services will be invoiced in the month following receipt of the agreed service unless agreed otherwise.
 - e. Regularly commissioned services will be invoiced the month following any services received.
 - f. All training will be invoiced at time of booking. Payment in full is required prior to training taking place unless otherwise agreed.
 - g. Payment is required within 30 days of the invoice date. Please follow the indications for payment on the invoice, do not pay your therapist directly.
 - h. If payment is not received within 30 days a reminder will be sent. If payment is not received within 7 days of this reminder, OT input will cease until all outstanding payments are received in full.
 4. **Additional fees:** Additional fees for liaison, attending meetings, longer emails and phone calls and additional reports or letters may be payable. This would be discussed in advance, where possible, and charged at the agreed hourly rate. If there is a significant amount of preparation required for a therapy session then this will carry an additional fee, again at the agreed hourly rate and will be discussed in advance, where possible.
 5. **Loan or trial equipment:** Equipment may be loaned to trial with a child and is expected to be returned as agreed with the therapist. If equipment is not returned or returned in a poor condition, Thrive OT will invoice the client to cover the cost of replacing the equipment.
 6. **Non solicitation:** The client will not, during the continuation of the services or within one year after the termination of Thrive OT's services, directly or indirectly attempt to employ or commission the Occupational Therapist from Thrive OT.
 7. **Complaints:**
 - i. Thrive OT is committed to providing high quality occupational therapy. If you are unhappy with any aspect of the service you have received, then please



raise your concerns with your therapist or contact either Alison Barrett (Director) or Jennifer Barrow (Director) on 01604 644537.

- ii. For invoice concerns please contact Kerry Springett (Business Manager) on 01604 644537 or email: admin@thrive-ots.co.uk.
 - iii. We have a complaints procedure which details how we handle complaints and we can send you a copy of this if you wish.
8. **Data protection:** All information provided is confidential and processed in line with the requirements of the General Data Protection Regulation. Thrive OT is registered as a Data Controller with the ICO.

Privacy Notice

Thrive Occupational Therapy Services Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when working with us, you can be assured that it will only be used in accordance with this privacy statement.

Name and contact details of the Data Controller: Kerry Springett (Business Manager)
01604 644537
kerry@thrive-ots.co.uk

Why we collect and process your data:

We may process your personal data under several different lawful bases, such as:

- Service enquiry; relevant data will be held for a period which enables us to process and respond or to contact you to answer your questions or requests. We will actively review the personal data we hold and delete it securely or in some cases anonymise it when there is no longer a legal or business need for it to be retained.
- Consent; we always ask for your consent to process your data in order to provide our specialist occupational therapy services to you. This consent can be withdrawn at any time.
- Contract; when engaging in our services we will put an agreement in place which will lay out our Terms & Conditions of Service.
- Failure to give consent to these will result in Thrive being unable to provide their services to you.

How and what information is collected about you

We may collect the following information from you or the individual referrer via email, telephone call, post, questionnaires, forms, or in-person:

- Name
- Date of Birth
- Contact details (phone, email, address)
- Parent/Guardian names and contact details (phone, email, address) for minors
- Personal medical and lifestyle information, including reports and letters from other healthcare professionals
- Education setting details
- Photographs/Videos



What we do with the information we gather and what it is used for

- Professional record keeping of Occupational Therapy services provided to clients.
- Provision of Occupational Therapy services.
- Sharing your information with relevant parties when necessary, with your consent, such as other Health and Education professionals.
- Your data will not be transferred to a country outside the European Union.

How long we keep your information for

- Thrive Occupational Therapy Services Ltd will retain personal data in the form of medical records for 7 years for adults and 7 years following their 18th birthday for children, unless upon review it is deemed necessary to retain it for a longer period.
- All other data will be held for as long as it is needed for the purposes it is being processed for.

Your Rights

- If you have given your consent to us processing your data, you have a right to withdraw your consent to any further processing.
- You have a right to request your data to be restricted or erased from our records however, please be aware we have a legal obligation to maintain and hold medical records.
- You have the right to request your data be transferred to another organisation.
- You have the right to have your personal data rectified.

If you wish to withdraw consent or request a transfer or erasure of your data, please contact Kerry Springett, Data Controller on kerry@thrive-ots.co.uk.

How you can access your information

You may request details of personal data which we hold about you under the General Data Protection Regulation. If you would like a copy of the data held on you, please write to Kerry Springett, Data Controller at Thrive Occupational Therapy Services Ltd, 3 Hall Farm, Sywell Aerodrome, Sywell, Northamptonshire NN6 0BN.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place highly secure electronic systems and managerial procedures to safeguard and secure the information we collect.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site or page. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. Thrive OT use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Thrive OT does not use cookie technology to collect personal data.



Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over other sites. Therefore, we cannot be responsible for the protection and privacy of any personal data which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

Right to Complain

If you have a concern about our information practices, you have the right to complain. You can do so by contacting;

- Kerry Springett, Data Controller on 01604 644537
- Alison Barrett or Jennifer Barrow, Thrive Directors on 01604 644537
- The Information Commissioner's Office on 0303 123 1113 or by visiting www.ico.org.uk.

Please keep this document safe in case you need to refer to it in the future.

Thrive Occupational Therapy Services Ltd is a registered company in England and Wales.

Company no. 0736162.

Registered office address: Eagle House, 28 Billing Road, Northampton. NN1 5AJ





Thrive Occupational Therapy Services Ltd

Cancellation Form

To Thrive Occupational Therapy Services Ltd

3 Hall Farm
Sywell Aerodrome
Sywell
Northamptonshire
NN6 0BN
admin@thrive-ots.co.uk

I/We hereby give notice to cancel the contract for the supply of occupational therapy services, agreed on _____.

Name:	
Address:	
Signature (only complete if sending a paper copy)	
Date:	

