**GRAHAM KENNEDY MA, UKCP Reg., RCST**

***Registered Craniosacral Therapist***

***Integrative Child Psychotherapist***

***Attachment & Trauma Consultant***

Dear Patient

Please read the following information before coming to your appointment. These procedures are to help make the college and treatment room as safe as possible and would therefore ask you to adhere to them when you come to the clinic.

* Please follow the governments procedures on testing and tracing and do not attend the clinic if anyone in your home or close circle has symptoms. For guidance on current symptoms please visit https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/
* If I, or anyone in my family/close circle shows symptoms I will need to self-isolate for 10 days. If I am contacted by the governments track and trace programme and asked to give details of people that I have had contact with, then I would have to disclose this breaking confidentiality. However, no context to this contact would be given.
* As there are limited waiting facilities in reception, please wait in your car until the time of your appointment. I will meet you in reception and take you directly to the treatment room.
* On arrival at the college please check in by scanning the official NHS QR code inside the back door.
* On arrival, all patients are asked to clean their hands (there will be hand sanitiser just inside the door). Hand sanitiser will also be available throughout the college and in the treatment room.
* Reception will no longer be taking cash or cheque payments. All payments for treatment sessions must now be made electronically directly to the practitioner, via BACS, either before or just after each treatment session. My payment details are TSB, 77-66-73, 02029860. The cost for each session is £60.
* I am currently only able to offer a limited number of treatments during the week. These will be from 9.30am-12.30pm on a Monday, Wednesday and Friday. Please note these timings are subject to change at short notice. Treatment times will be limited to 45 minutes to allow sufficient time for cleaning and ventilation of the room between patients. Due to the limited number of appointments there may be a waiting list in place for availability.
* Blankets are no longer provided during this time and there will be no access to the bistro or the drinking water in reception. Patients are asked to bring their own drinking water
* The college will be operating a one-way system that all practitioners and patients have to adhere to and appointment times will be staggered to reduce the flow of ‘traffic’ at any one time.
* Please only bring what you need into the therapy room, this means any shopping bags will need to be left outside the treatment room, or in your car.
* The cleaning of the college and treatment rooms has been stepped up. Before and after each treatment session the room will be cleaned. This will include table surfaces, chairs and door handles. The room will have also been ventilated for up to 15 minutes between sessions.
* The use of a face covering is required at all times while inside the college. This includes both the public areas and the treatment room. Patients are asked to bring their own face coverings and to put them on before they enter the college. Face coverings need to be worn so that they cover both the nose and the mouth.
* Patients with specific physical and/or mental health conditions that prevent use of a face covering should contact me directly to discuss their condition and to see if it is possible to meet their needs within the current guidelines.
* Please note that I will also be wearing a face covering for the duration of the therapy session. Current guidelines for all ‘close contact’ services, including craniosacral therapy state that this is a requirement, and that during the treatment a plastic visor should be worn as well.
* Babies and children - Please note that I am currently unable to provide toys, books etc as they are difficult to sanitise between sessions. Parents are asked if they can bring the necessary items to keep their child amused/entertained during a session.

I appreciate that the current situation still remains uncertain and want to reassure you that both I and the college are trying to take all steps possible to try to make the treatment process as safe as possible. I am working under the guidelines outlined by the Craniosacral Therapy Association, whilst the college procedures are guided by those of the British Acupuncture Council.

I appreciate that not everyone will feel comfortable with these guidelines, and as a result will prefer to postpone their return to treatment until there is a further easing of restrictions. I am also aware that the treatment process will be somewhat different to how it was prior to lockdown, with potential challenges for both yourself as a patient and for me as a practitioner. Please be assured that I will continue to monitor the situation and let you know if there are any changes.

**Please read, sign and return the attached documents by email before your first treatment session. Treatment cannot proceed until these have been received.**