



## **Terms & Conditions for Speech and Language Therapy Services**

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### **1. Introduction**

These Terms & Conditions form the agreement between the Speech and Language Therapist ('the Therapist') and the parent/carer/education provider ('the Client'). They outline expectations, responsibilities, and financial arrangements for therapy.

### **2. Scope of Service**

- The Therapist will provide assessment, therapy, reports, and liaison as agreed.
- The Therapist will work within HCPC standards and clinical best practice.
- Any changes will be discussed and agreed in writing.

### **3. Fees & Payment**

- Assessment fee (speech only): £200
- Assessment fee (speech, language and/or communication): £300
- Therapy session fee: £120 per hour; £1080 for a block of 10 hour-long sessions
- Reports: Included in assessment fee. An end-of-block/discharge summary will be provided as part of session fees. Additional reports: price on application
- Invoices due same day via BACS unless otherwise agreed.
- Clients remain responsible for payment even when using private insurance.

### **4. Cancellation Policy**

- Cancellations with fewer than 48 hours' notice may be charged in full.
- Missed appointments are charged in full.
- Should the Therapist cancel with fewer than 48 hours' notice, alternative dates will be offered or fees already paid for that session will be refunded.

### **5. Consent & Information Sharing**

- The Client provides consent for assessment and/or therapy.
- Information may be shared with relevant professionals as per the consent form.
- Safeguarding exceptions apply when necessary to protect a child or adult at risk.

### **6. Data Protection (GDPR)**

- The Therapist collects only necessary information.



- Records are stored securely and retained according to professional guidelines.
- Clients may request access or corrections to their data.
- A separate Privacy Notice provides full details.

## **7. Communication**

- Email, phone, or video may be used.
- Email is not guaranteed fully secure; clients accept this risk when using it.
- Consent for session recordings is as detailed on the consent form.

## **8. Students and Newly Qualified Therapists**

From time to time, student SLTs or newly qualified therapists may observe sessions as part of professional training. The Therapist will request explicit verbal consent before any observation from the child/young person and the Client.

## **9. Therapist Responsibilities**

- Provide evidence-based therapy within competence.
- Maintain HCPC registration, supervision, and insurance.
- Keep accurate and confidential records.

## **10. Client Responsibilities**

- Attend sessions punctually.
- Implement agreed strategies.
- Inform the Therapist of any relevant changes (health, school, medication).
- Inform Therapist of any health and safety considerations relating to outdoor activities and of any safeguarding issues or safety concerns relating to the child/young person's behaviour.

## **11. Complaints**

- Raise concerns with the Therapist first.
- If unresolved, the Client may contact the HCPC.

## **12. Ending Therapy**

- Either party may end therapy with written notice.
- The Therapist may discharge when goals are met or therapy is no longer indicated.
- A discharge summary will be provided.