## Music Therapy Referral Form (Child/Young Person)

For School Referrals

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| **What is Music Therapy?**  Music therapy is delivered by HCPC (Health and Care Professions Council) state registered music therapists. All music therapists have a masters in music therapy and are allied health professionals like speech therapists and physiotherapists. Music therapists work across the NHS and other child and adult services to support an individual’s needs. Aims and objectives in music therapy may address a range of needs including emotional mental health, communication, physical, developmental, behavioural, wellbeing and spiritual. Music therapy enables a non-verbal approach which can be useful for individuals who may find it difficult to interact and relate through words. By establishing a creative relationship through music, the individual’s needs can be addressed, leading to development, improved self-confidence, sense of achievement, emotional release, personal growth and increased quality of life. Music therapy is provided by Suffolk Music Therapy Services. | | |
| **GDPR and Data Protection**  Suffolk Music Therapy Services is registered with the Information Commissioner’s Office and has a professional duty of care in accordance with Health and Care Professions Council Guidelines, Data Protection Act 1998 and General Data Protection Regulation (2018). Please find Data Protection and Privacy Notice attached to this document. | | |
| **Client Details** | | |
| Individual’s Name | | |
| Date of Birth | Gender | Class name |
| Background Information  (Diagnosis, if there is one, significant life events, family history, medication, epilepsy, other input i.e. SALT, OT, CAMHS) | | |
| **Referrer Details** | | |
| Referrer’s name and role | | Date of Referral |
| **Reasons for Referral** | | |
| □ Communication □ Emotional expression □ Behaviour □ Specific diagnosis  □ Attachment □ Social skills/peer interaction □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Further information**  If the individual has an EHCP, please list the relevant outcomes from the EHCP that music therapy can support:  (These may relate to communication and interaction, cognition and learning, social, emotional and mental health, sensory and/or physical needs.) | | |
| Please list any additional needs or ways in which music therapy can support the individual at this time, including what change you hope to bring about by a referral to music therapy: | | |
| Any further relevant information:  (Safeguarding, Lead professional, other professionals involved…) | | |

# Referrer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Further Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Individual’s Name | | | | |
| Presenting Need: (Please tick as appropriate) | Significant | Some | Not at all | Don’t know |
| Communication and Interaction | | | | |
| Verbal communication skills (level of need) |  |  |  |  |
| Non-verbal communication skills (e.g. eye contact, gestures, facial expression) |  |  |  |  |
| Social interaction |  |  |  |  |
| Self-expression |  |  |  |  |
| Forming relationships with peers |  |  |  |  |
| Sharing with others and turn taking |  |  |  |  |
| Cognition and Learning | | | | |
| Attention/listening skills |  |  |  |  |
| Concentration skills |  |  |  |  |
| Coping with change |  |  |  |  |
| Playing imaginatively |  |  |  |  |
| Learning through experience |  |  |  |  |
| Self-control |  |  |  |  |
| Engaging spontaneously and creatively |  |  |  |  |
| Social, Emotional and Mental Health | | | | |
| Anxious, withdrawn or depressed |  |  |  |  |
| Socially isolated |  |  |  |  |
| Low self esteem or self-confidence |  |  |  |  |
| Poor sense of self |  |  |  |  |
| Empathy |  |  |  |  |
| Intense emotional responses (e.g. anger, distress) |  |  |  |  |
| Family crisis (e.g. bereavement, abuse, parental mental health) |  |  |  |  |
| Disrupted early relationships |  |  |  |  |
| Disruptive or anti-social behaviour |  |  |  |  |
| Aggressive behaviour (towards self/others) |  |  |  |  |
| Sudden change in behaviour |  |  |  |  |
| Physical and Sensory Needs | | | | |
| Hypersensitive to sensory stimuli (e.g. sound) |  |  |  |  |
| Sensory impairment (e.g. hearing, vision) |  |  |  |  |
| Motor skills/co-ordination |  |  |  |  |
| Rigid or repetitive patterns of play/activity |  |  |  |  |

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| Please include any additional information that you feel is important for the referral |

Privacy and Data Protection Notice

Suffolk Music Therapy Services

Summary

This document is devised in keeping with the Data Protection Act 1998, the Privacy and Electronic Communications (EL Directive) Regulations 2003, and the General Data Protection Regulation Legislation (2018).

Our Commitment

We are fully committed to protecting the privacy of our clients, partner organisations, employees, volunteers and beneficiaries. This document outlines what data we collect, where it is held and how it is used. If you have any questions concerning your personal data and how we look after it then please contact the Data Protection Officer, Ray Travasso ([ray@suffolkmusictherapyservices.co.uk](mailto:ray@suffolkmusictherapyservices.co.uk)).

Data Collection and Storage

We do collect and hold personal data for children and adults who receive music therapy. This enables our therapists to audit and evaluate the work. It ensures best practice and enables our therapists to develop their skills in providing high standards of music therapy. Information from music therapy referrals, assessments, meetings and sessions will be used to enable our Music Therapists to write reports, liaise with families and professionals. Information may be shared within the team and to approved supervisors for educational purposes. We are professionally bound to keep accurate information and receive regular supervision by the Health and Care Professions Council (HCPC). Data stored may be in the form of audio or video recordings, personal information, notes and reports.

We will only hold data and information for as long as reasonably necessary to carry out services, unless we are required to hold it longer, for legal or professional reasons. For paper documents, they are stored in a locked filing cabinet. For electronic data, this is encrypted, held and stored securely. Data held may include:

* Name and address
* Preferred name
* Gender and ethnicity
* Email address and/or telephone numbers
* Date of birth
* Initial enquiry notes
* Correspondence through email, letter or text
* Assessment notes and Music Therapy Reports
* Outcome Star Data (Assessment, evaluation and progress recording) – this data is held securely by Triangle Consulting - <https://www.outcomesstar.org.uk>
* Music therapy sessional notes and data
* Music Therapy Sessions (Audio and Video)
* Online Music Therapy Sessions (Audio and Video)

For Online Music Therapy and Video Conferencing Meetings, data held may include:

* Online Music Therapy Sessions (Audio and Video Recordings)
* Names and Town locations of individuals connecting through Online Music therapy and Video Conferencing meetings
* Number of minutes used on Video conferencing meetings and Online Music Therapy Sessions
* Types of devices used to connect
* Dates, Times (join, leave and length times) and Meeting title information
* IP addresses of participants in Online Music Therapy sessions and Video Conferencing meetings

We will endeavour to:

* communicate clearly about why we need to collect personal information and what we are going to use it for.
* collect only the information we need.
* take good care of all personal information, and make sure it is up to date, safe and secure.

We will never sell personal information, or let other organisations use it for marketing. A client, volunteer, employee, student, subcontractor has the right to amend any inaccurate data or information relating to themselves.

Security of Contacts

The security of our Contacts (clients, organisations, applicants, employees, volunteers and subcontractors) is paramount to us. Our database is stored online in a secure manner. Our applicants, employees, volunteers and sub-contactors personal information will only be accessible to the Directors, certain staff and partner organisations (i.e. Payroll and Pensions) if it is required for them to carry out their role and in compliance with this Privacy and Data Protection Notice and the SMTS Data Protection and Privacy Policy.

Sharing Information

If there is a concern about terrorism, illegal activities or trafficking issues, or an individual is considered at risk of harm to themselves or others, the data will be shared with the relevant authorities/agencies. We only share personal information where it is necessary to carry out the organisation’s activities, AND only if the individual/parent/guardian has given informed consent for the information to be shared.

Data Breach

If there has been a data breach, then the Data Protection Officer will notify the individual/organization concerned and the ICO with immediate effect.

ICO Registration

Suffolk Music Therapy Services is registered with the ICO (Information Commissioners Office). All files are encrypted and stored securely on strong password protected devices/cloud.

Subject Access Request

Our contacts have the right to a copy of the information held about them. This is called a ‘subject access request’. Contacts also have the right to have incorrect information corrected. Subject access requests, personal information updates and opt out requests should be emailed to Data Protection Officer, Ray Travasso.

Questions and queries

Please contact the Data Protection Officer to view a copy of our Data Protection and Privacy Policy. For any questions about this document and your rights in regarding the processing of your personal information, please contact Data Protection Officer: Ray Travasso.

Ray Travasso

Data Protection Officer

Suffolk Music Therapy Services

[ray@suffolkmusictherapyservices.co.uk](mailto:ray@suffolkmusictherapyservices.co.uk)