






PROCEDURES FOR GAINING CONSENT FOR TREATMENT AND DATA PROCESSING IN SCHOOLS

 <p>Universal Services</p>	<ul style="list-style-type: none">• Universal Services are those delivered to all pupils within a school, year group or Key Stage, to promote the speech, language and communication of all pupils or to identify difficulties early.• Universal services delivered by Happy Talk SALT Ltd include (but are not limited to): Whole school language screening assessments; Staff training; Support/ advice within class.• For Universal Services, written consent for treatment and data processing is not required by Happy Talk SALT Ltd and data generated from these services will be stored securely in school and not processed by Happy Talk SALT Ltd.• A letter informing parents of Universal Services may be sent out to parents, depending on the service provided. Where applicable, a letter informing parents about the Whole School Language Assessment is included in the school admissions pack and is included in the School's General Permissions form.
 <p>Targeted Services</p>	<ul style="list-style-type: none">• Targeted Services are those delivered within school to individuals/groups of pupils, who have been identified for inclusion within the intervention by school.• Targeted services may follow a specific programme with identified aims (eg Lego-based Therapy, Talk Boost, Talkabout) or may be developed in collaboration with the Happy Talk Speech and Language Therapist to meet a particular need identified by school (eg Social Communication groups, Vocabulary Booster groups, Narrative Language groups).• Targeted interventions will usually be delivered by school staff, who may be supported to set up and deliver the group by the Happy Talk Speech and Language Therapist. It is therefore school's responsibility to inform parents about these sessions as required.• If the Happy Talk Speech and Language Therapist is delivering the Targeted Intervention in school on their own, a letter will be provided to send home to parents informing them of the group and a signed permission slip may be required before a pupil can participate in the intervention.• For Targeted Services, written consent for treatment and data processing is not required by Happy Talk SALT Ltd and data generated from these services will be stored securely in school and not processed by Happy Talk SALT Ltd.
 <p>Specialist Services</p>	<ul style="list-style-type: none">• Specialist Services within school are those delivered to pupils and/or their families with an identified specific need that cannot be met by services within school/existing interventions. They require the Speech and Language Therapist to carry out individual assessments and plan interventions based on the needs of the child/family identified through the assessment.• Where pupils (and their families) are identified as requiring specialist assessment/intervention, informed consent for treatment and data processing must be obtained using the Happy Talk SALT Ltd GDPR consent form provided to school. Speech and Language Therapists are required to keep records of specialist assessment and intervention delivered to a client, informed by guidance set out by the Health and Care Professions Council (HCPC) and the Royal College of Speech and Language Therapists.• These records are the property of Happy Talk SALT Ltd and are subject to legal requirements for medical records.