Therapeutic Contingency Policy Policy established	August 2023
Policy review Last review	August 2026 August 2025

THERAPISTS MUST SUPPLY THEIR CONTINGENCY PLANS ON ENGAGEMENT OF FREELANCE STATUS.

Rebecca Peacock is a Dramatherapist, registered with The HCPC as an Arts Therapist AS14009 and a Full member of BADth (British Association of Dramatherapists).

Rebecca is also a qualified Teacher.

Rebecca's mission is to improve the mental wellbeing and prospects of children, young people and their families in her local community.

Aims
To ensure that clients are cared for and their interests and wellbeing supported if Rebecca Peacock becomes incapacitated through illness for a prolonged period or dies whilst still working as a Dramatherapist or Therapeutic teacher in Private Practice.

British Association of Dramatherapists (BADth) Guidance:

<u>Legal requirements for client notes in the event of the death of a therapist</u>
<u>Responsibilities</u>

Dissemination of information and confidentiality is becoming an increasingly contentious issue in our current time in which access to information is more available and open to all. It is our responsibility as professional dramatherapists to ensure that confidentiality of client notes is maintained throughout the therapy process. This remains the case once therapy has ended; the therapist's mindfulness about access to client information is key.
The advice in this document has been provided by Towergate Insurance Ltd.
In the event of a therapist's death who takes responsibility for client notes?
In the event of a therapist's death, the key consideration is where the notes are kept and who will resume responsibility for them.
Therapists should consider notes kept on computers and memory sticks as well as hard copies.
There is no legal requirement regarding what should happen to client notes in the event of a therapist's death, yet clearly as professionals all scenarios should be considered as essential to good practice.

If the work policy is for the notes to be kept at the place of work, there should be clear guidelines about an appropriate professional who could have access to the notes and take responsibility of these in the event of a therapist's death.
For example, a therapist who keeps their notes in a locked filing cabinet in a school might arrange for a duplicate key to be left with the Head Teacher. Alternatively, if notes are kept in a private folder on an internal computer network, a line manager or similar should be able to have access in this event. If the notes are kept on site and the therapist dies, it is ultimately the responsibility of the designated professional colleague to decide what happens to them next.
If the therapist who dies was a partner in a business, it is the partner's responsibility to decide what happens to the notes. In this event, the partner should have access to the notes, as above. If the therapist dies and they are a sole trader whose notes are kept locked away at home, it is up to whoever inherits their estate to choose to keep or destroy them. If there is no will to denote who inherits the therapist's estate, it will automatically fall to the next of kin. The therapist needs to carefully consider the implications for their clients and make appropriate provision accordingly. They may choose to advise their next of kin on a course of action following their death. How long should client notes be kept? There is no legal requirement with regards to how long client notes need to be kept. Each institution or place of work should have a clear policy on record keeping and appropriate confidentiality. However, it is recommended that notes are kept securely for 6 years after the therapy has ended as client notes may be required as legal evidence. Where it is considered appropriate to destroy client notes, these should be shredded and disposed of carefully.

Procedure specifically for Rebecca Peacock
Rebecca's estate will be managed by her husband and/or children.
They will contact Rebecca's Accountability Partner Katy Weston.
Katy has agreed:

- to manage the professional side of Rebecca's estate: to contact clients, their families and referrers.
- to make recommendations to refer clients to another therapist
- to safely and legally dispose of notes and any artefacts that remain in Rebecca's possession.

Notes are stored in a locked filing cabinet in The Studio, on the hard drive of Rebecca's laptop and back up notes on the Proton Mail Cloud.