



Working Agreement for Families

Introduction

Thank you for choosing The Child Behaviour Network. The purpose of this document is to outline the services offered by The Child Behaviour Network and create a working agreement between us. In addition to this document, you will be asked to complete a registration form.

Services

You are welcome to choose which services would be suitable for your family. We will advise you on what we feel would be the most beneficial next steps, but there is no obligation to commit to additional items from the outset.

Service	Cost
Initial consultation (1 hour)	£100
Home visit / observation (Typically 2 hours)	£100 per hour
Strategy meeting (1 hour)	£100
Coaching (Typically 2 hours)	£100 per hour
Review meeting (1 hour) Typically 2-3 months after feedback meeting	£100
4 x Regular Check-ins for up to an hour	£320
Report	£100

Online Meetings

All meetings are online via Microsoft Teams, unless in person meetings are requested. We will send a meeting invite to the email addresses provided.

In Person work

Home visits / Observations and Coaching will take place in person. We are based in Farnham, Surrey, with travel time for in-person meetings and work charged at £35 per hour.

Cancelling of Work

Should you wish to cancel or rearrange an appointment you may do so up to 24 hours prior to the meeting without incurring any charge. For meetings cancelled at less than 24 hours notice, TCBN reserves the right

to charge the full fee. Should TCBN need to rearrange a meeting due to unforeseen circumstances, the meeting will be arranged at the earliest mutually convenient time.

If you would like to stop our involvement completely, you are welcome to do so by contacting us via email. You will be invoiced for any work that has taken place.

Terms and Method of Payment

Fees are outlined above in the Services section. Work will be invoiced following each block of work, or at the end of each month for larger pieces of work. If you would prefer to be invoiced after each piece of work then please let us know.

Payment should be made via BACS within 30 days of the invoice being sent.

Sort Code: 60-83-71

Account Number: 71068204

Account Name: Nicola Rayner

Reference: Please use your initials and the invoice number provided.

Confidentiality

All staff at The Child Behaviour Network ensure professionalism, integrity and confidentiality when working with families. Your consultant will not disclose information to anyone outside of The Child Behaviour Network unless they have the express permission of the child and parents/carers.

The exceptions to the above rule would be:

- Risk of harm: If we perceived that the child, or someone else, was at risk of harm. If we needed to breach confidentiality for any reason (and this is very rare) we would always seek to discuss this with you first unless in an emergency situation e.g. we felt the child to be in immediate danger
- To comply with applicable laws; respond to governmental enquiries (or enquiries from a legal, governmental or quasi-governmental or local authority agency); comply with a valid legal process or procedure; or protect our rights or property.

Code of Ethics

We adhere to the Ethical Framework of the Health Care Professionals Council.

Policies

Please familiarise yourself with our Privacy Policy and Safeguarding Policy, both of which are available on our website.

<https://www.tcbn.co.uk/policies>