**SPEECH AND LANGUAGE THERAPY SERVICES INFORMED CONSENT TO SKYPE**

**You will need to read and sign this ‘Informed Consent to Skype’ document before Skype sessions can take place. It is your responsibility to read the document before accessing the Skype sessions to ensure you are happy to proceed. If an alternative format of this document is required please contact the SLT Department.**

1. You need to have a phone/computer/mobile device with a camera and have access to Wi-Fi to participate in Skype appointments/consultations. It is your responsibility to ensure you are protected with adequate security, for example firewall and antivirus programme.
2. You must have Skype downloaded on your device with a valid Skype ID address. You must also provide a telephone number for the speech and language therapist to contact you on should technical difficulties arise during the Skype session.
3. Skype may not be useful for all consultations and it does have some risks. A person could gain access to the consultation from the UK or overseas as the information is passed between international servers. If this is a concern, traditional appointments will be offered as it will always be your choice to use Skype for an NHS appointment.
4. Skype will only be used for pre-scheduled SLT appointments. If you need to contact the speech and language therapy department at any other time, please contact the department via the main telephone line on 0151 300 3990.
5. The speech and language therapist will always initiate the Skype call for the appointment on the arranged date/time.
6. Skype offers an instant messaging facility; this will only be used by the speech and language therapist as messages cannot be deleted from the account.
7. The speech and language therapist will deliver the session from a private/confidential room.
8. You will need to be in a private, quiet place for your scheduled appointment and it is your responsibility to manage the confidentiality of the session from your venue during the Skype Session. Liverpool Community Health NHS Trust will not be responsible for anyone else who may be able to see/hear what is being discussed.
9. You should not record, copy or in any way capture images relating to the Skype call. It is a criminal offence to record, copy or capture images without consent.
10. A record that the Skype appointment has taken place and has been consented to will be kept by the speech and language therapy service on your records. Your Skype appointment will be treated as any other appointment, if you cannot attend the Skype appointment or are not contactable at the designated appointment date/time and you do not inform the speech and language therapy department, this will be classed as a DNA.
11. As you will be using your own mobile device you are responsible for ensuring you have sufficient data allowance left from your service provider to access the Skype session. Some internet service providers and mobile phone packages place monthly limits on the amount of data you are allowed to use, therefore you are responsible for your data usage and any costs incurred for exceeding your data allowance. This will not be the responsibility of Liverpool Community Health NHS Trust. If you are unsure of your data allowance please contact your service provider.
12. If you change your mind about wanting to use Skype at any point, you must inform the speech and language therapy department.

Name of Client: ……………………………………………………...…………………………….. DOB: …………………….……

Signed: ……………………………………………………………………………………. Parent/Carer/Other Date: ……….…………………

Client Skype ID Address …………………………..…………………………………………………………………………………………………………......……

Client telephone number ……………………………………………………………………………………………………………..…………………….….……….. (For SLT to make contact if technical difficulties arise during the Skype session)