



Mid-Cornwall Music Therapy

ASGSF-FUNDED MUSIC THERAPY

Parent / Carer Information Sheet – School-Based Sessions

Please keep this page for your records.

This sheet summarises the key practical arrangements for music therapy funded through the **Adoption and Special Guardianship Support Fund (ASGSF)**, where sessions take place within the young person's school or educational setting.

MID CORNWALL MUSIC THERAPY

Emma Packer – HCPC Registered Music Therapist

HCPC Registration Number: AS15349

Email: emma@midcornwallmusictherapy.co.uk

Telephone: 07989 881248

1. MUSIC THERAPY IN SCHOOL

Music therapy sessions will normally take place during the school day, in an agreed private and appropriate space within the school or educational setting.

The aim is to provide the young person with a safe, consistent therapeutic space in which music can be used to support their individual therapeutic needs and agreed outcomes.

The young person may be supported to attend sessions by school staff. School staff will not normally take part in the therapy session unless this has been specifically agreed as therapeutically appropriate.

2. ATTENDANCE AND THERAPEUTIC CONTINUITY

Regular attendance is important. Consistent sessions help the young person and therapist develop a therapeutic relationship, maintain continuity and work towards agreed therapeutic goals.

As sessions take place in school, parents/carers should contact both the school and therapist where appropriate if the young person is unable to attend.

If attendance becomes difficult, please discuss this with me so that we can consider whether the current arrangements continue to meet the young person's needs.

3. SCHOOL HOLIDAYS AND TERM-TIME WORKING

Music therapy sessions are normally provided during school term time.

There are normally no scheduled sessions during school holidays.

Where a specific therapeutic need is identified, additional sessions during school holidays may be considered on a case-by-case basis. This will depend on the therapeutic rationale, the young person's needs, my availability, the setting and the relevant ASGSF/funding arrangements.

Any additional holiday sessions will be discussed and agreed in advance.

4. CANCELLATIONS AND MISSED SESSIONS

I operate a **24-hour cancellation policy**.

Where a planned session cannot take place, as much notice as possible should be given.

Because sessions are funded through an agreed therapeutic arrangement, cancellation and payment arrangements may also be subject to the terms agreed with the relevant funder.

I understand that emergencies happen and will use professional discretion where there are exceptional circumstances or a genuine emergency.

5. ILLNESS

Please do not send a young person to a music therapy session if they are unwell or may have a contagious illness.

Please inform the school and therapist as soon as possible.

Where appropriate and clinically suitable, an alternative arrangement may be considered, although this cannot always be guaranteed.

6. WORKING WITH THE SCHOOL

Because therapy takes place within school, appropriate communication with relevant school staff may be necessary.

This may include practical information such as:

- arranging and confirming sessions;
- attendance and missed sessions;
- finding an appropriate therapy space;
- supporting safe access to and from sessions; and
- information necessary for safeguarding or the young person's wellbeing.

Clinical information will be treated confidentially and shared only where appropriate, agreed or legally required.

7. SAFEGUARDING – INCLUDING INFORMATION SHARING

Safeguarding is an important part of professional music therapy practice.

If a young person tells me something that raises a concern about abuse, neglect, exploitation or their safety, I will listen and take the concern seriously.

I will normally work openly with the young person, parent/carer and relevant professionals where this is appropriate. However, **I cannot promise that parents or carers will always be informed about a safeguarding concern before information is shared with other professionals.**

There may be circumstances where informing a parent or carer could:

- place the young person or another person at greater risk;
- compromise a safeguarding assessment or investigation;
- affect the safety or wellbeing of the young person; or
- otherwise be contrary to the young person's best interests.

In these circumstances, I may seek advice from the school's **Designated Safeguarding Lead (DSL)**, children's social care, the police or another appropriate safeguarding professional and may share relevant information without first informing the parent/carer.

I will aim to be as open and transparent as possible about information sharing **where it is safe and appropriate to do so.**

Information will be shared on a **need-to-know basis** and only to the extent necessary for the safeguarding purpose.

I will make a factual record of safeguarding concerns, decisions and actions taken.

As sessions take place in school, I will also follow the school's safeguarding procedures and work with the DSL and other relevant professionals where necessary.

If a young person is in immediate danger, emergency services may be contacted by calling 999.

This approach reflects current safeguarding and information-sharing guidance, including *Working Together to Safeguard Children 2026* and the updated statutory information-sharing guidance. The current guidance emphasises a child-centred approach and states that practitioners should aim to be transparent with families about information sharing where it is safe to do so.

8. PRIVACY AND PROFESSIONAL BOUNDARIES

Personal information will be handled respectfully and securely.

Information may be shared where appropriate for therapy, administration, safeguarding or another lawful professional purpose.

I maintain clear professional boundaries when working with young people and may communicate with parents/carers, school staff, social care, adoption/special guardianship professionals and other relevant professionals where this is appropriate and agreed, or where safeguarding requires action.

9. ENDING MUSIC THERAPY

Where possible, therapy should end following a therapeutically sound conversation rather than simply stopping sessions.

This provides an opportunity to consider:

- progress and therapeutic outcomes;
- the young person's feelings about ending;
- any unfinished therapeutic work;
- whether further support is needed; and
- whether a transition or onward referral would be helpful.

Where therapy is funded through ASGSF, the ending of therapy will also take account of the agreed funding period and therapeutic plan.

10. CONTACT

If you have questions about the therapy, attendance, arrangements or the young person's progress, please contact me:

Emma Packer – Mid Cornwall Music Therapy

Telephone: 07989 881248

Email: emma@midcornwallmusictherapy.co.uk

This information sheet is a practical summary and should be read alongside the full **Attendance and Cancellation Policy, Safeguarding Children and Young People Policy, Privacy Notice** and any relevant ASGSF/funding arrangements.

Reviewed: September 2026