

Workshop

Confidentiality and Record-keeping –Keeping our Balance

Facilitator:

Barbara Mitchels

Dr Barbara Mitchels, LL.B, Fellow BACP, combines practice as a solicitor, psychotherapist and mediator. She draws from her experience in writing, creating resources and providing training in the UK and abroad. She has published widely on topics related to therapy, law and mediation, and runs a website www.therapylaw.co.uk providing information and advice for therapists.

Workshop Programme

The workshop covers practical issues about record keeping and some of the major issues in managing confidentiality and client privacy.

The sessions in the workshop address issues relevant to work in a wide variety of settings including:

- Agencies
- Non-Governmental Organisations
- Government Organisations, including Social Services and Education
- National Health Service, e.g. GP practices, Hospitals and Primary Care
- Private practice

The workshop offers a mixture of discussion, case studies and practical exercises, for some of which we encourage participants to bring anonymised examples of their existing practice in client contracts and keeping client records (for example a record of a client session and a client contract).

The workshop is based upon the book *Confidentiality and record keeping: recording confidences* by Tim Bond and Barbara Mitchels published by Sage and BACP.

1b

Confidentiality and Record-keeping - Keeping our Balance

Facilitator:

Barbara Mitchels

Programme

- 9.30 Registration and Reception
- 10.00 Housekeeping and Introduction to the Day
- Do we need to keep records?
Advantages/disadvantages, professional expectations, good practice
Storage, how long to keep records, safe destruction.
- What makes a good record?
What do we include / omit in a record?
Process notes, notes for supervision.
Amendments, artefacts, client contributions
Tapes, recordings, etc.
- 11.15 Break
- 11.30 Who should be able to see our records?
Client contracts, confidentiality agreements, data protection,
competence, info sharing between professionals,
agency policies and government guidance, etc.
Consideration of specific situations/dilemmas.
- 1-2 Lunch
- 2.0 Best practice in sharing records
(Case study with small groups)
- 3.00 Break
- 3.15 Negotiating confidentiality and managing clients' expectations
- Plenary, Questions and Discussion
- Evaluation
- 4.00 Workshop ends.