

ELIJAH SOCIAL COGNITIVE SKILLS CENTRE

Dr Debora Elijah PhD MA DEA BSc (Hons)

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Key Therapist Policy	
Responsible Committee:	CEO of ESCSC Dr Debora Elijah
Policy Co-ordinator:	Director of ESCSC Nivin Jaber
Date revised:	September 2024
Next review date:	September 2025

General Information

Once a child registers with the Elijah Cognitive Skills Centre (ESCSC), it is our duty to allocate each child a key therapist. This will be the therapist who is responsible for coordinating the child's intervention programme. The ESCSC team is fully aware of the implications that major life changes can have on a child, so we try to make a child's experiences in starting at ESCSC as positive as possible.

Key therapists in our setting are vital. They are the main link to a family and help to ensure that staff and parents work together so that the child receives the best intervention for their individual needs. At times, the allocated key therapist may change due to a child's progress in the PROSCIG© intervention programme and subsequent movement into a different intervention group.

Key Therapist Responsibilities

- Introducing a new child into their intervention group.
- Following a child's intervention goals to ensure relevant activities are planned and carried out to extend the child's development and learning.
- Ensuring that the child's development and progression through their PROSCIG© intervention programme is observed and recorded by using photographs and by recording the child's progress onto the child's progress checklist.
- Feeding back to parents/carers at the end of the session.
- Writing the child's progress report every six to eight months.
- Holding progress meetings with the child's parents/carers and Dr. Elijah.
- Providing feedback for the parents/carers progress meeting.
- Ensuring transition meetings are held when a child is changing groups, to ensure a smooth transition for parents/carers and child.
- Addressing any worries or concerns parents/carers may have regarding their child's progress, care, development, and health, and sharing these with the CEO & Director, multidisciplinary team.

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- Completing any necessary safeguarding recordings.

The relationship between the parents/carers and the child's key therapist is especially important for all concerned. However, parents/carers must not put any member of staff in a difficult situation by asking them to engage with the child outside the ESCSC. An example of this would be for parents/carers to ask a member of staff to babysit or provide sessions outside of ESCSC hours for them. The Elijah Social Cognitive Skills Centre Code of Conduct **does not** allow this.

Review and Amendments

This policy will be reviewed yearly to ensure its effectiveness and relevance. Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.