



# Birmingham Centre for Arts Therapies

REFERRAL PACK  
FOR NEW CLIENTS



ART  
DRAMA  
MUSIC  
DANCE  
PLAY

June 2020  
[www.bcat.info](http://www.bcat.info)

Thank you for contacting us. Inside this booklet you will find all the information you need to access arts therapies.

## What happens now?

- Once we have received your completed referral and risk assessment forms at the back of this booklet we will begin the process of allocating you a Therapist, This process can take two-three weeks.
- If you wish for guidance as to which therapy to choose (Art, Dance Movement, Drama, Music or Play), please ask to see the booklet *"Which Therapy for Which Client?"* – available from the BCAT office.
- Your Therapist will be your main contact for the next 12 weeks. Before actual sessions start, your therapist will telephone or meet you to ask your opinion on:
  - How you would like to receive your therapy? Would accessing therapy via Skype or Zoom in the comfort of your own home be more comfortable for you? Or would you benefit more from face to face contact? Let your therapist know.
  - Alongside your Therapist you will be able to clarify a space that is best suited for your therapy session. This will include location, dates and times.
- You will then be able to arrange an initial session. One of the purposes of the initial session is to find out if your chosen arts therapy modality is suitable for you and your needs. During your first session(s) you will also be discussing 4 Aims for the sessions. You will usually participate in a programme of 12 sessions, of which your initial session is the first.
- Towards the end of the 12-week programme, you, your referrer (if not yourself), and your therapist will begin to Evaluate how successful or otherwise you feel the sessions have been in achieving your 4 Aims. This assessment helps all parties to work towards your set Aims and allows time for you to review. Please be open and honest in your comments for this, as this really helps your progression.
- At the end of the first 12-week programme of sessions, a decision will be made as to whether further sessions are recommended or not, based on the Evaluation.
- The therapist will prepare a written report at the end of the 12 sessions
- BCAT will invoice the named person/organisation on the referral form at the end of each month, which will show any subsidy provided by BCAT, if applicable.
- If at any point during your journey with BCAT you need to speak directly to the charity please contact BCAT on t: 0121 440 8273 or email [talktous@bcat.info](mailto:talktous@bcat.info)

# What is BCAT?

The Birmingham Centre for Arts Therapies (BCAT) is a registered charity that was set up in 1993 to provide an accessible arts therapies service throughout the Midlands.

Arts therapists work with both children and adults who have a wide range of needs, such as those arising from emotional, behavioural or mental health issues, and effects of stress and trauma.

BCAT also offers a community arts in health service that delivers community projects; providing arts based health and well-being workshops in-house, and to our community partners.

BCAT uses the arts as a catalyst to support people and communities - helping them to grow and develop, and use the arts as a way to express and engage.

All therapists are HCPC registered and belong to their associated regulatory body.

## ART therapy

is capable of breaking down boundaries of language and communication. It can be helpful for speech or sensory impairments, as well those with mental and learning difficulties.

## DANCE therapy

uses movement or dance, to explore the therapy space together, exploring personal and interpersonal issues that may affect the individual or group.

## DRAMA therapy

uses creative, dramatic structures that examine, and explore personal and interpersonal issues. Interventions involve a wide range of creative approaches including mime, mask and puppetry.

## MUSIC therapy

helps people who have difficulty in understanding their environments and, or whose verbal communication is an inadequate form of self-expression.

## PLAY therapy

helps children understand muddled feelings or upsetting events that they may have not had the chance to sort out. Play helps communicate at a child's level and pace.

# So which arts therapy to choose?

It might be helpful if you could **experience all five of the therapies**, so that you could choose which one you preferred, but as the therapeutic process involves the personality of the therapist as well as the interaction with the art form, even doing this might not provide the answer.

Every BCAT therapist is able, **at the first practical session, to decide with you whether or not you have felt 'comfortable' in that modality.**

If both of you feel that a different form of therapy would help you to feel more at ease, then this can be recommended.

The conclusions reached from research detailed in the more detailed '*Which Arts Therapy Should you Choose?*' booklet indicate that **you should choose to start your therapeutic journey within the modality in which you feel most naturally comfortable.**

The therapist facilitating the sessions may then have a greater chance of **'meeting you in your own comfort zone'** and for the therapy to have the most successful outcome.

# TERMS AND CONDITIONS

BCAT will maintain the following:

- professional conduct at all times as regulated by HCPC, the relevant Professional Bodies and BCAT's own Policies and Procedures
- ensure that your journey with your Therapist is centred around your needs, including the provision of an agreed secure, safe and suitable setting for the sessions. This may be on BCAT premises, or at another agreed location.
- ensure that all your personal data is kept strictly confidential and held in accordance to GDPR regulations
- ensure that Public and Professional Liability are in place before commencement of sessions
- provide an initial 12 week service, supported (if needed) by whatever financial terms are agreed with yourself or your referrer at the initial contact
- ensure that you will be informed of any change in the times of sessions. Sessions cancelled by the therapist will be re-arranged with no extra charge.
- a minimum of 4 weeks' notice will be given to you, if BCAT has to end sessions before the agreed fixed term.

BCAT will expect you:

- to treat all those associated with BCAT and the materials used in sessions with respect and care
- to make every effort to attend your sessions
- to contact your therapist and the BCAT Office: t:0121 440 8273, as soon as possible, if you are unable to attend your therapy session. If BCAT does not receive 24 hours advance notice of cancellation, the session will still be charged. Before you cancel try and think about how else you can attend the session - do you have access to WhatsApp Chat, Skype or Zoom?
- to give BCAT a minimum of 4 weeks' notice, if you wish to terminate sessions before the end of the agreed term
- to pay BCAT any due therapy fees in a timely manner, whether paid by referrer or by client

The signature of you or your referrer on your Referral Form, implies that you agree with the above Terms and Conditions. If you feel that the standard of service provided by the arts therapist does not meet the required standards, please feed back to the therapist and/or BCAT Office as appropriate, to allow for discussion between the relevant parties. BCAT does have an official Complaints Procedure, should the issue not be resolved.

## QUICK REFERENCE GUIDE

Use the below form to list all the details regarding your therapy.

### CHECKLIST

- Signed Referral Form sent to BCAT
- Risk Assessment sent to BCAT
- Therapist allocated
- Date, location and time arranged with my Therapist

My therapist is:

Therapist contact details:

My therapy will take place on:

### BCAT CONTACT DETAILS

T: 0121 440 8273

E: talktous@bcat.info

Referral Manager: Liz Beech

E: lizbeech@bcat.info



## BCAT REFERRAL and RISK ASSESSMENT FORM

### CONTACTS

REFERRED BY	CLIENT NAME	
RELATIONSHIP TO CLIENT	PLACEMENT ADDRESS/ PREFERRED TIMES	
REFRRAL ADDRESS	CLIENT TYPE EAL BVS GENERAL	
TEL:	CURRENT AGE	DATE OF BRTH
EMAIL:	ETHNICITY	GENDER

### REFERRAL

REASON FOR REFERRAL		
IS THE CLIENT RECEIVING ANY OTHER THERAPY? PLEASE INDICATE		
KEY WORKER/CAREER DETAILS	SOCIAL WORKER DETAILS	GP DETAILS

### TYPE OF THERAPY REQUIRED (IF KNOWN)

ART	DANCE	DRAMA	MUSIC	PLAY
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### OTHER INFORMATION

MOBILITY	SENSORY	LEARNING DIFFICULTIES	OTHER
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## RISK ASSESSMENT – ISSUES RELATING TO

CLIENTS NAME:				
IDENTIFIED RISKS	NATURE OF RISK	WHO IS AT RISK	MAJOR, HIGH, MODERATE OR MINIMAL RISK	RECOMMENDED CONTROL MEASURES TO REDUCE RISK
PHYSICAL				
BEHAVIOURAL				
SAFEGUARDING				
CULTRAL				
PERSONALITY				
MEDICAL				
EMOTIONAL				
OTHER				

## PAYMENT

METHOD OF PAYMENT	Please return to Referral Manager: Liz Beech: e: <a href="mailto:lizbeech@bcat.info">lizbeech@bcat.info</a> t: 0121 440 8273
INVOICE ADDRESS	
PO NUMBER:	
BACS: S/C 40-11-17 Acc no. 01178318	

SIGNED BY

DATE