

# The Association for Dance Movement Psychotherapy UK

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## Guidelines for Online Working

- 1. Confidentiality and Safe Guarding**
- 2. Code of Practice [ONLINE]**
- 3. Technology**
- 4. Useful Resources**

### Confidentiality and Safe Guarding

1. Ensure headphones are used when working online with clients. This will protect the client's voice.
2. Consider devices in your environment such as 'Alexa' and ensure these devices are turned off. This will limit the risks of conversations being saved onto the devices.
- 3a. If there are others in your household make them aware you will be working with a client, it is advised to work in a room with a lock on the door. This will limit the risk of disruptions and possible breach of client confidentiality.
- 3b. You are responsible for keeping the session confidential your end. Taking the steps above will help to keep sessions confidential along with; ensuring windows are closed, phones are turned off and avoid saying the client's name aloud.
- 4a. Think about your client's current situation and assess if it is safe for them to continue therapy from home. This can be done through a risk assessment, if there are **[any]** high risks then therapy should not continue.

#### Helplines for clients who are high risk:

- Refuge [For woman and children. Against domestic violence] [0808 2000 247](tel:08082000247)
- Man Kind [For male victims of domestic abuse] [01823 334244](tel:01823334244)
- Childline [0800 1111](tel:08001111)
- Samaritans [116 123](tel:116123)
- Safeline Male helpline [0808 800 5008](tel:08088005008)
- Rape Crisis England and Wales [0808 802 9999](tel:08088029999)
  
- Emergency Services [999](tel:999)

- 4b. Send a separate contract to your clients with aspects of working online including Rights and responsibilities of all parties; as working online has a number of different aspects to consider.
- 4c. Policies and Procedures in place; Ensure there are procedures in place when working with a client online, consider emergency contact number in the event of anything happening to your client whilst on a call/session.

Code of practice [Online]

1. You will continue to abide by Code of Practice, whilst being mindful of working online guidance. <https://admp.org.uk/wp-content/uploads/Code-of-Ethics-Doc-with-Amendments.pdf>
- 2a. Review the differences of working online and have this conversation with your client, it is important both parties are aware of the potential differences in dynamics and how the sessions will be changing so they know what to expect.
- 2b. Consider how you will set up your therapy space to best suit your way of working.
3. If using video consider your environment/background. An empty wall background is recommended to avoid distractions from household pets, interior, and to protect privacy.
4. No sessions to take place in a bedroom. If this is not possible and a bedroom is the only secure place to work then an empty wall background is recommended, with no indication of being in a bedroom. This could make the client feel uncomfortable.
- 5a. Contact your insurance provider. It is extremely important to contact your insurance provider and let them know you are going to be working online, as you might not be covered for online working.
- 5b. If working with overseas clients contact your Insurance provider, as you might not be covered for clients outside of the UK.
6. Making sure you are having the adequate supervision that is expected when working with face to face clients.

- 7a. Be mindful of Private Practice/ Non-Private Practice regulations. It is important to still be working under an organisation or company when non-private practice, and if possible, using the company's preferred online platform/ login.
- 7b. If working for an organisation or company please be aware of any additional recent policies covering remote working and safeguarding protocol for remote working.
- 8. If working with an overseas client ensure that no laws are being breached and GDPR regulations meet UK and International standards.
- 9. Maintaining boundaries when working online: Keeping your personal online presence separate to your professional online presence.

### Technology

- 1a. Contemplate the online platform you wish to contact clients on, the ADMP do not own an online platform to use and therefore cannot guarantee 100% security from current popular online platforms when working online. It is important to be aware that nothing is 100% secure online.
- 1b. You should be competent on this platform to ensure your sessions are not interrupted.
- 1c. Ensure platform is password protected.
- 1d. Be aware of online data protection/ security/ antivirus software.
- 2. Ensure strong Wi-Fi connection before considering working online.
- 3. Consider online training for working online.
- 4a. Ensure you are keeping up with the ever-changing world of the internet.
- 4b. Being aware of new threats to software/ antivirus.
- 4c. Being vigilant when downloading software.
- 4d. Having an understanding and keeping up with the latest news on hackers.

## Useful Resources

### Online information

- Confer - The Coronavirus Series - Interview with Roz Carroll and Alice Waterfall  
<https://www.youtube.com/watch?v=95aM3XKD628>
- ADTA's COVID-19 Resources  
<https://adta.org/covid-19-resources/>
- BACP Working online resources  
<https://www.bacp.co.uk/news/news-from-bacp/coronavirus/online-counselling-client-information-sheets/>
- BACP Working online resources -Resources for members  
<https://www.bacp.co.uk/news/news-from-bacp/coronavirus/working-online-resources/>
- ACTO - Association for Counselling & Therapy Online  
<https://acto.org.uk/>
- Online events; Behind the Screen- Working Online  
<http://www.onlineevents.co.uk/behind-the-screen-event-series-video-replays/>

### Courses

- The Open University- How to do counselling online / Course  
<https://www.open.edu/openlearncreate/course/view.php?id=5039>

### Books

- *Theory and Practice of Online Woking*. Edited by WEINBERG, H. and Rolnick, A. (2019) Available at <https://www.routledge.com/Theory-and-Practice-of-Online-Therapy-Internet-delivered-Interventions/Weinberg-Rolnick/p/book/9781138681866>

- Chapter on Sensorimotor Psychotherapy and videoconferencing;  
Ogden, P. and Goldstein, B. (2020) '*Sensorimotor Psychotherapy from a Distance: Engageing the Body, Creating Presence, and Building Relationship in Videoconferencing*' in Weinberg H. & Rolnick, A. (eds.) (2020) *Theory and Practice of Online Therapy: Internet- delivered Interventions for Individuals, Families, Groups, and Organisations*. New York: Routledge

### Blogs

- ICO (Information Commissioner's office)  
Blog: Video conferencing: what to watch out for.  
<https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2020/04/video-conferencing-what-to-watch-out-for/>