

## **Terms and conditions**

*This is an agreement between the therapists/ Beauty Salon (person) and the Care service provider (organisation) on behalf of Look Good Feel Fab (Campaign)*

Look Good Feel Fab is operated by JemmaCo Limited is not-for-profit and does not take on any responsibility for the treatments performed within the organisation. The Person consents they have their own insurance to cover for the treatments they perform

Look Good Feel Fab does not take on any responsibility of the organisation between the therapists and the service provider this is down to communication between them.

### **PHOTO PROTECTION**

For any photo footage a photo declaration needs to be signed with the client's permission or the power of attorney or carer for that client. Forms are provided.

All social media and online information is to protect the service users rights and only portray them in a good light. The campaign is for the good of the individuals and should not be mistreated.

### **DATA PROTECTION**

We are legally obliged to hold certain information about you, such as address details, next of kin, age and hours of work. We promise your personal information will only be used by the Look Good Feel Fab campaign and will not be passed on to any other organisations. You are entitled to see any information we hold about you.

### **REHABILITATION OF OFFENDERS ACT**

Due to the nature of our work, we are exempt from the 1974 Rehabilitation of Offenders Act and you are, therefore, required to declare whether you have any criminal convictions. Your declarations will be treated in strict confidence and will be considered only in relation to this application.

### **CRIMINAL RECORDS**

If you attend the organisation over a period of longer than 28 days you may be required to obtain a satisfactory CRB Disclosure Certificate. If you are attending over a period less than 28 days, regardless of the hours spent at the organisation and CRB check is not mandatory and within the person's rights not to have to disclose this information. More information regarding this Disclosure can be found by telephoning 08718 727800 or visiting [www.disclosures.co.uk](http://www.disclosures.co.uk).

Proper moral conduct must always be paramount in staff's relations with clients. They must behave with courtesy, respect, dignity, discretion and tact. Their attitude must be competent and sympathetic, hopeful and positive, thus encouraging an

uplift in the client's mental outlook and belief in a progression towards good health practices.

## CONFIDENTIALITY

Whilst working under the Look Good Feel Fab campaign as a volunteer, you may see and hear things of a confidential nature. Volunteers may be required to sign a confidentiality agreement not to divulge confidential information about the care service provider.

## POLICIES AND PROCEDURES

Staff must never claim to 'cure'. The possible therapeutic benefits may be described; 'recovery' must never be guaranteed.

Staff should ensure that they themselves are medically, physically and psychologically fit to practice. Therapists are aware that they need to look after their own health, ie making sure they carry hand sanitiser, they own equipment to perform treatments on individuals. Small stools may be required as some of the service users won't be able to move so the therapist needs to work around them i.e. if someone is in a wheelchair the therapist may need to sit on a small stool or the floor on a cushion to perform the treatment.

The person is aware their services performed are a reflection of their company and treatments should be performed to the highest of their ability, with professional customer service and a professional manner.

Caution must be used for the protection of the staff when carrying out private treatment with clients who are mentally unstable, addicted to drugs or alcohol, or severely depressed, suicidal or hallucinating. A member must not treat a client in any case which exceeds her/his capacity, training and competence. Where appropriate, the member must seek referral to a more qualified person.

The therapist will make sure they do a medical history of each patient prior to treatment. If in the likely case individuals are too vulnerable to give medical history then a member of staff will be asked to fill out on the patient's behalf. Where a client has an existing medical condition staff must ensure that they have the client's informed consent in writing to perform the treatment or that of the client's medical practitioner.

Therapists are aware that the organisation with the care service provider is a busy environment and due to individuals health their routines can change day to day. Therapists need to be as flexible as possible when working in these environments. ie they may not be working in the same room on the same clients each week.

**Declaration for the Organisation**

I agree to host the person and provide them with the relevant health and safety information needed and make them aware of any other procedures needed to know. I agree to support the person throughout their time at the organisation and make it as smooth running as possible respecting they are giving up their own time.

Signed.....Date: .....

**Declaration for Person**

I will attend my agreed organisation, agreed that this is voluntary position and will not in any circumstances be paid during the campaign. Any future agreements are nothing to do with the Campaign. I understand that I have to make my arrangements with the organisation myself. When visiting an organisation I agreed to attend my minimum of 2 hours a week unless there are exceptional and unavoidable circumstances, on which I will inform the organisation.

Provision of the following has been supplied to the organisation:

- Public liability insurance
- Certificates of qualifications
- CRB check if required

Signed.....Date: .....

It is noted that all packs are funded by sponsorship and in the unlikely circumstances you wish no longer to participate in the campaign please return your packs to:

HI Therapies  
49 Charminster Road  
Bournemouth  
Dorset  
BH8 0AN

If packs are not returned then this could affect the involvement of any future campaigns.