Patient Management Plan – 167 Brighton Road, Worthing, BN11 2EU

Visitor Management	*Responsibility*
Instructions to Visitors Prior to therapy sessions commencing all patients will be forwarded the company terms and conditions which explicitly state: "Patients should arrive no more than 5 minutes prior to their appointment time, and wherever possible public transport should be used to visit the clinic. We are located in a residential area and it is important to us that there is no disruption to our neighbours during visits. A waiting room is available to anyone accompanying a patient to their session. We operate a no smoking policy and it is not permitted to use cigarettes or vapes within 50 metres of the property. There is no parking on site or in the surrounding residential areas during 10-11am and 2-3pm. Local car parks can be found at Beach House Park, Splash Point, Worthing Hospital and The Guildbourne Centre. Pulse and Coastliner bus services are regular, frequent and nearby." Staff and any other visitors will also be informed of the same travel and parking arrangements.	Administrator – Elaine Goddard
Staffing: Daily Therapy Activity: 1 full time Administrator – Monday to Friday 9am – 5pm 1 part time Psychologist (Clinical Director) x 4 days per week during 9am–5pm 1 part time psychotherapist Tuesday and Thursday 10am-4pm 1 part time psychotherapist Wednesday and Friday 10am-5pm 1 part time psychotherapist Monday 10am-3pm 1 part time psychotherapist 4pm-5.00pm Mondays and Thursdays	Clinical Director – Daniela Gerard

1 Ad hoc sensory therapist – no more than 2 children per week Therapy modalities are determined by the specific needs of each individual and include Dyadic Developmental Psychotherapy, Theraplay, Play Therapy, Creative Arts Therapy, Eye Movement Desensitisation Reprocessing, and Cognitive Behaviour Therapy. Fundamental to the success of the work is a quiet, restful and comfortable space for treating patients who are struggling with trauma. We don't operate any machinery or sound systems during therapy nor cause any vibration. Therapy takes place in individual rooms with closed doors to retain confidentiality and provide a calm environment. There is no vibration and we have double glazing which blocks road noise on the south side of the building. The North side of the building where most therapy rooms are is very quiet with one house backing on to the us. Therapy sessions are 50 minutes long and are usually booked on the hour. Therapists will typically see 4 patients per day and 5 is the maximum in line with best practice guidelines. On any day there is likely to be no more than 3 patients per hour if that. We have a waiting room for a parent to accompany a child to the premises to reduce the amount of footfall in and out of the building. Psychological Assessments tend to be completed off site; and much of the sensory work is completed in school. Some adult work is completed remotely. **Patients' arrival:** On arrival patients will enter the reception area to be checked in and shown to the waiting room. We operate a no smoking policy and will ensure that nobody is smoking within the vicinity of the building. Anyone travelling by cycle will be asked to store their cycle in the locked store at the rear of the building.	