



ADHD Screening Service

6-17 year olds





Liverpool City Council

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About us

The ADHD Foundation Neurodiversity Charity is the national ADHD charity for the UK, and the largest user-led ADHD charity in Europe. Working in partnership with individuals, families, doctors, teachers, government and other agencies, the ADHD Foundation actively promotes a strength-based approach to living successfully with ADHD.

Our team of skilled, experienced, and dedicated staff, understand first-hand the issues around ADHD, sharing their experience and providing skill support and encouragement.

Many people believe that it can be difficult to obtain an ADHD assessment. Here at the ADHD Foundation, we strive to deliver an accessible, efficient and high-quality service, whether you live in Liverpool or further afield.

Meet the ADHD Foundation Clinic team:

Ms Rachel Keeton

Clinical Director, MSc, BSc (Hons)

Health Psychologist in Training. Rachel has a background in Health Psychology and is currently undertaking the Health Psychology Professional doctorate at LJMU.



Ms Faye Appleton

Assistant Psychologist, MSc, BSc (Hons)

Faye has completed her MSc in Psychology at The University of Liverpool. Her academic background focused on ADHD and Autism both in females and children.



Dr Lindsey Roberts

Acting CEO

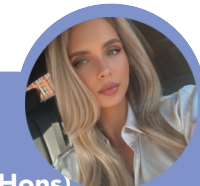
Dr Lindsey Roberts is a Chartered Psychologist with over 20 years of research experience having worked within and between academic, NHS, and industry health sectors to optimise outcomes for people, irrespective of their health needs. Lindsey has a BSc (Hons) In Psychology, MSc in Health Psychology, and a PhD in Neuropsychology/ Neuroradiology.



Ms Claire Lewis

Assistant Psychologist, BSc (Hons)

Claire has her BSc Hons In Psychology from The University of Liverpool and studied the Psychotherapy MSc at Edge Hill University. She is also an associate tutor at Warwick University Medical School. Claire is involved with research at the ADHD Foundation and overseeing data capturing.



What services do we provide?

Service 1 - Full ADHD assessment/screen

At the ADHD Foundation Neurodiversity Charity, we offer a full ADHD screen for 6 to 17 year olds. This is not a diagnosis, it is a comprehensive screen used to support a diagnosis comprising of the QbTest, ADHD rating scales, Clinical interview, and full medical history. This can be very helpful in determining if ADHD is present. The pre-screen creates a body of evidence that the diagnosing clinician can then use to formally diagnose.



After your screening, we can refer you to a consultant that we work alongside with for a formal diagnosis. This would incur additional costs. The Consultant that we currently refer children to is Dr Nawaz, who is based in Rodney Street, Liverpool. Dr Nawaz conducts his diagnostic appointments face to face but can arrange follow up appointments remotely if required. At present the cost for Dr Nawaz is £400 for a diagnostic appointment, £200 for follow up appointments and £100 for titration appointments. There are approximately 3 follow up appointments needed. Please be aware that we have no control over the costs or number of follow up appointments that are required by the Consultant/Paediatrician as this is a private consultation. This would need to be discussed with them directly. The waiting list for our associate is approximately 6- 8 weeks.



Once titration has been completed and if your GP has entered into the shared care agreement, they can then take over issuing the prescription under the instruction of the private paediatrician and the costs would be met by the NHS. This means that you would only pay the standard prescription fee. If in the future, you decided that a medication review was required, you could ask your GP to refer you to your local NHS service or go back to the prescribing clinician. If you were to go back to the prescribing clinician, you would incur the titration costs again.

Alternatively, if your child already has a consultant, we can send the results to their consultant requesting that they continue on the ADHD pathway. If they are not on any ADHD pathway we can also write to their G.P requesting that based on the evidence from the assessment, that they should be referred onto the NHS child ADHD pathway. It is your choice what we do with the screening data and we will only share this information with your GP if requested by you.

Can my child be referred to the NHS after a private diagnosis?

Yes. However, a shared care agreement must be made with your GP. It is down to your GP to agree to shared care and they are under no obligation to do so. If your GP does not agree to a shared care agreement, then you would have to continue paying privately to access medication. The best thing to do is have a discussion with your GP first about your private assessments.

It is important to note the it is down to the NHS as to whether they accept the private diagnosis.



Full ADHD Screen (aged 6 to 17)

Price: £450

- ✓ This must be paid before any appointments can be booked.
- ✓ If this is something you are interested in pursuing, please complete the online referral form.



What Is Included?

ADHD Rating Scales:

For people aged 6 to 17, prior to the appointment ADHD rating scales will be sent. It is your responsibility to contact the school and get them to complete the school rating scales. Please note, we cannot refer to Dr Nawaz without school rating scales.

All rating scales **MUST** be returned before the final results report can be completed.

In-person assessment appointment: QbTest and Interview

The appointment will take approximately 2 hours. This appointment is for your child, please ensure you bring them to the appointment with you. Upon arrival your child will be greeted by a member of the team. They will then complete the QbTest. Parents/carer's are not permitted into the QbTest room while the test is taking place.

After the QbTest, they will have the opportunity for a short break before we start the ACE interview. We use Professor Susan Young's ACE interview to help provide more context around how ADHD is impacting their life.

For children between 6-15 their attendance in the interview is optional. The questions are specifically for the parent/carer and so it can be difficult for the child to sit through it. If you do not wish for your child to be part of the ACE interview we recommend bringing someone else to the appointment with you as we do not provide childcare facilities. The interview can take 1 hour.

For 16-17 year olds they are required in the interview. Parent's participation is optional at the discretion of the young person.

Remote assessment appointment (for 16-17 year olds only): QbTest and Interview

If you selected the remote option on the referral form the young person will be called at the start of their appointment to start the QbCheck. The whole appointment will take approximately 2 hours.

Similar to the QbTest, the QbCheck aspect of the appointment is just for the client. Parent's/carers cannot be present for this.

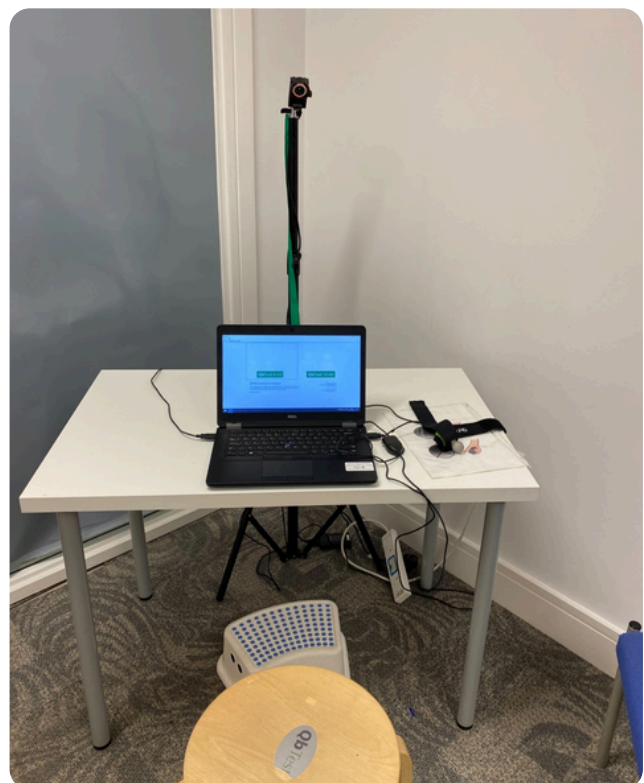
After the QbCheck, they will have the opportunity for a short break before we start the ACE interview. The interview will be conducted remotely via Microsoft Teams and parents/carers can be present at this stage. This is at the discretion of the young person.

Results:

You will receive your child's results 2 weeks after the appointment and the results will be sent to any other agency or health provider of your choice.

If the pre-screen is supportive and you would like to have the diagnosis formalised we can start the process of referring the young person to our associate Paediatrician.

All rating scales **MUST** be returned before the results report can be completed.



Service 2 - QbTest Only

What if I just want the QbTest, or if my Doctor has completed the other aspects of the screen and has only requested the QbTest?

It is quite common for clinicians, both NHS or private, to refer their patients to our service to access just the QbTest, or for families to only want to access this part. If you only want to access the QbTest due to any of the above reasons please mark this option on the referral form.

How much does it cost?

QbTest only price: £300

- ✓ This must be paid before any appointments can be booked.
- ✓ If this is something you are interested in pursuing, please complete the online referral form.



QbTest appointment:

Your child will only have the QbTest, no rating scales or clinical interview will be completed as this is just a standalone QbTest appointment.

The appointment will take approximately 1 hour. This appointment is for your child, please ensure you bring them to the appointment with you. Upon arrival your child will be greeted by a member of the team. They will then complete the QbTest. Parents/carer's are not permitted into the QbTest room while the test is taking place.

Results:

You will receive your child's results 2 weeks after the appointment and the results will be sent to any other agency or health provider of your choosing.

If the QbTest is supportive and you would like to have the diagnosis formalised we cannot refer you to our associate Paediatrician unless your child has completed the Full screen. In order to do this, there is an additional fee of £225 to pay. This enables us to complete the other aspects of Service 1, such as the clinical interview and rating scales. As well as creating a new results report.

Steps to assessment



Step 1: Referral form

In order to access service 1 or 2 you must complete and submit the online referral form.

If you experience any difficulties referring into the service, please contact the clinic team on: nd.clinic.admin@adhdfoundation.org.uk

Step 2: Triage

Please note, all referrals are subject to triage before they can be accepted. The ADHD Foundation is not a Psychiatric service and so holds the right to reject referrals where more specialist care is required. Also, the QbTest is a type 1A medical device, which follows strict governance on whom can use the technology. Our admin team will be in touch within 7 days of submitting the referral form to ask any further questions required to process the referral. It is critical that all information provided on the referral form is accurate. If information is withheld it may impact the outcome of the assessment and we may not be able to refer you on to our associate Paediatrician. In some cases, withholding information pertinent to the assessment could result in no outcome for the assessment.

Step 3: Payment

Once the referral is accepted, you will be sent the invoice. We charge £450 for a full screen or £300 for a QbTest only. Please note that appointments cannot be booked until the payment is made and all appointments are non-refundable. This includes if you change your mind about accessing the assessment.

Step 4: Full Assessment

Once paid, you will be sent a booking link to book your appointment slot. Currently, the waiting time for an assessment is approximately 12-13 weeks from the date your invoice was paid.

The appointment slot is for 2 hours. The full screen will include the QbTest and ACE interview, or online QbCheck and ACE interview if the client is over 16 and has requested the remote option. After the QbTest/QbCheck, they will have the opportunity for a short break before we start the ACE interview.

You will also be sent Questionnaires both yourself and the school must complete. The results report WILL NOT BE COMPLETED until all questionnaires are returned.



QbTest only

If you are booking a QbTest only appointment you will not be sent questionnaires and will not undertake the ACE interview. You will still book a 2-hour appointment slot, though the appointment should be completed within 1 hour. You **MUST** arrive at the start of your allocated timeslot. Please note that we cannot refer you on to the associate paediatrician if you have only completed the QbTest.

In person Full assessment appointment:

The appointment will take approximately 2 hours. Parents/carer's are not permitted into the QbTest room while the test is taking place. You **MUST** ensure the top tips guide is followed so that the appointment can run smoothly. You will be sent the top tips guide with the booking link. For example, no reflective clothing can be worn as this will impact the software.

After the QbTest, they will have the opportunity for a short break before we start the ACE interview.

For children between 6-15 their attendance in the interview is optional.

The questions are specifically for the parent/carer and so it can be difficult for the child to sit through it. If you do not wish for your child to be part of the ACE interview we recommend bringing someone else to the appointment with you as we do not provide childcare facilities. The interview can take 1 hour.

For 16-17 year olds they are required in the interview. Parents involvement is optional.

Full screen Remote Assessment appointment (16-17 year olds only):

If you selected the remote option on the referral form the young person will be called at the start of their appointment to start the QbCheck. The whole appointment will take approximately 2 hours.

Similar to the QbTest, the QbCheck aspect of the appointment is just for the client. Parent's/carers cannot be present for this. It is crucial that the QbCheck guide is followed to ensure that the appointment runs smoothly. For instance, the room must be set up correctly prior to the appointment starting.

After the QbCheck, they will have the opportunity for a short break before we start the ACE interview.

The interview will be conducted remotely via Microsoft Teams and parents/carers can be present at this stage at the discretion of the young person.



Step 5: Screening results

Following on from the assessment, the assistant psychologist will compile a report based on the information gathered throughout the assessment. You will receive this 2 weeks after the appointment.

If at this stage the report is suggestive of your child having ADHD, you would need to decide whether to pursue a formal diagnosis or not.

We can only refer your child to Dr Nawaz if they have completed the full assessment.

Step 6: Next steps

You may choose to use a Paediatrician/Consultant that they are currently under, or we can refer you to a consultant that we work alongside for the diagnosis. This would incur additional costs.

The Consultant that we currently refer children to is Dr Nawaz, who is based in Rodney Street, Liverpool. Dr Nawaz conducts his diagnostic appointments face to face but can arrange follow up appointments remotely if required.

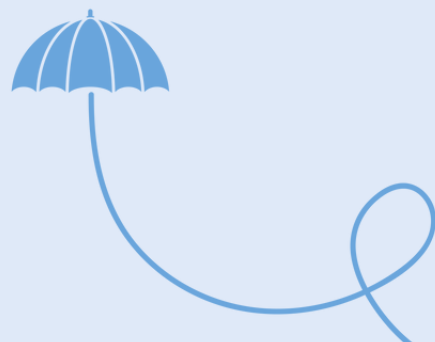
At present the cost for Dr Nawaz is £400 for a diagnostic appointment, £200 for follow up appointments and £100 for titration appointments. There are approximately 3 follow up appointments needed.

Please be aware that we have no control over the costs or number of follow up appointments that are required by the Consultant/Paediatrician as this is a private consultation. This would need to be discussed with him directly. The waiting list for our associate is approximately 6-8 weeks after the GP has returned the referral letter.

Step 7: Referral to Dr Nawaz

In order to refer to Dr Nawaz we need to contact your child's GP to obtain a referral letter. This letter must state that the GP support a referral and would be willing to enter into a shared care agreement should you wish to access ADHD medication.

This can delay things as GP's vary in how long it takes them to return this. We advise that you speak to the GP as soon as possible to help obtain this. Please be advised that the GP's are under no obligation to agree to a shared care agreement. If the GP does not agree you can look at changing your GP, or continue paying privately for any medication.



Step 8: Formal diagnosis

Once we have received the GP letter we will formally refer your child to Dr Nawaz. We will send you a link so that you can book your appointment with him.

Dr Nawaz uses all of the evidence we have gathered throughout the screening process. He then reviews this and uses his clinical expertise to determine if more information is needed in order for him to confidently diagnose.

This is what makes our process so comprehensive, as Dr Nawaz will book a clinical interview with you and go through any additional information he feels that he needs.

If a diagnosis is made, it will be based on the assessment conducted by us, which entailed the clinical interview, QbTest, behavioural observations, the ADHD rating scales, and the referral form information, plus the information he gathered from his own consultation with you. This allows both yourself and Dr Nawaz confidence in the diagnosis.

If you wish to access ADHD medication Dr Nawaz will take you through titration. Once medication is stable for 3 months, he will contact your GP to set up a shared care agreement. The GP cannot change the medication, so if you wish to alter the medication you would need to book an appointment with Dr Nawaz.

Please note, if you change GP the shared care agreement is not transferable, and this would need to be renewed. If you have any issues accessing medication or setting up the shared care then please contact us and we can help.

If your GP does not agree to this you will have to continue paying privately for the medication.



What is the QbTest?

The QbTest is an objective testing system that simultaneously measures attention, impulsivity and motor activity, key indicators in helping formulate a diagnosis of ADHD. The results obtained by the test may be used to help form a better understanding of any cognitive and behavioural difficulties. The QbTest helps cut through ambiguous information and strip away human error.



The QbTest is not a diagnosis, it is a sophisticated screening tool which is used to support a diagnosis. Only a doctor can diagnose. The QbTest is recognised by health professionals and is used to give the consultants greater confidence when diagnosing as it is very accurate.

There are two types of tests available:

15 minute test

This is designed for 6-12 year olds. During the test 2 symbols are shown on the screen 1 at a time. They will be presented either with a circle, or a circle with a cross in its centre. The task is to only click when the circle appears and not when the circle with a cross appears. They will be required to click 50% of the time. The task is designed to be randomised and quick.

20 minute test

This is designed for 12-60 year olds. During the task, they will be presented with 4 symbols 1 at a time. These are; a red square, a red circle, a blue square, and a blue circle. The task is to only click when the same shape and colour are repeated. They will be required to click 25% of the time. The task is designed to be randomised and quick.



FAQs

Does the camera film the child?

No, the camera can only see the movement of the infrared marker. It captures how much the marker moves during the test.

How long does it take?

Depending on age it can take 15 or 20 minutes.

What does my child have to do?

During the test symbols are shown on the screen. Their task is to click when certain symbols appear.

Do language skills or dyslexia affect the test?

No, neither of these will impact on the test.

Can computer gaming affect results?

No, there is no link between video game experiences and test results.

Will they be able to practise?

Yes. Before the test the clinical advisor will show your child an instructional video. They will then have an opportunity to complete 1 minute practice tests and ask any questions. The clinical advisor will only start the test once they are confident that your child understands the instructions and is able to complete the task.

What if they cannot do the test?

In rare cases, some people cannot do the test or the test is not possible. If this happens, do not worry! This can be incredibly useful to help us understand what is impacting a person's cognitive abilities. In most cases, if a test is not possible, this is indicative of other conditions such as Autism, Anxiety, or Irlen Syndrome.





What is the QbCheck?

QbCheck is the first online ADHD test identifying a patient's likelihood of having ADHD-like symptoms and is very similar to QbTest. QbCheck is an FDA cleared and CE marked online ADHD test that supports early identification, assessment and treatment of ADHD.

It is a computer-based test that objectively measures the core signs of ADHD: Hyperactivity, Impulsivity and Inattention. During the test, a spacebar is used to respond to targets and motor activity is registered by a web camera. No images are captured during the test.

This is only available for 16 year olds, or older.

What will my child do?

The test should be performed on a laptop with a built-in web camera. During the test, a number of symbols are shown on the computer screen. The task is to push the space bar when a certain symbol appears on the screen. Meanwhile, a web camera uses facial recognition technology to track their movements during the test. The test takes 20 minutes to complete and is not dependent on their language, reading or mathematical skills.

Is the test accurate?

The QbCheck is well documented, widely used, and registered or cleared by all concerned authorities, including The European Medicines Agency (EMA) and The Food and Drug Administration (FDA).

Requirements to access the QbCheck



Environmental Criteria:

It is crucial that you create a “clinic-like” environment at home. This should be free of any distractions and in an environment where they can perform the test to the best of their abilities. Are you able to ensure that there are no external distractions?

Complete test privately

No one can be in the room with them while they perform the test.

Do not complete in a cluttered room

No visual distractions or anything to play/fiddle with.

Well lit room

Complete the test on a desk or table

Do not wear any reflective clothing or jewellery

No interruptions and no risk of loud noises

From friends, family members, phone ringing etc.

No technology in the room

All technology, such as mobile phones, must be removed from the test room.



Patient Criteria:

During the test no one can assist them in any way and no one can be in the test room with them. Ask yourself:

- Are you confident that they will be able to stay on task without clinical support?
- Are you confident that they will be able follow the set-up instructions?
- Do you think that they would perform better in a clinical setting?
- Are you confident that nothing will distract them too much during the test and invalidate the test results?

Technical Criteria:

- Use a computer or Laptop with a built-in camera. No smartphones, tablets, Chromebooks, iPads or Surfaces can be used
- You must use Google Chrome web browser.
- Strong internet connection is required.
- Ensure their computer or laptop are in good working order.

Pros and Cons of QbCheck



PROS

- An online Test that is completed from your home
- Almost identical to the QbTest in accuracy
- FDA cleared and CE marked
- Very user-friendly
- Includes an additional rating scale
- Results show probability of ADHD



CONS

- Cannot be used on complex cases and this will be determined during triage.
- No clinical observations.
- Less control over the test environment - you are responsible for creating a clinic like environment at home e.g. no distractions, complete test privacy, and a suitable desk and chair. Inability to meet these requirements means the test results may not be accurate
- Results only show the probability of ADHD and are not as in-depth as the QbTest results.
- Long list of requirements, so not suitable for all e.g. can only be completed on a computer or laptop with a webcam/cannot be used on Chromebooks/must have a strong internet connection



Where is the in-person appointment?



The ADHD Foundation is located in Liverpool City Centre. We are close to China Town and are within walking distance of Liverpool One and Liverpool Docks.

When you arrive, please wait in reception for a member of the team.

ADHD Foundation
54 St James Street
Liverpool
Merseyside
L1 0AB.

Where is the nearest parking?

Jamaica street carpark: Jamaica St, Liverpool L1 0AN

Q-Park Liverpool ONE: 35 Strand St, Liverpool L1 8LT

Duke Street Car Park: Kent St, Liverpool L1 5AG

On street parking is available around the ADHD Foundation building, though spaces are limited.



Testimonials

- ✓ 100% reported that the referral process was easy
- ✓ 100% would definitely recommend the service
- ✓ 95.25% felt listened to
- ✓ 90.48% felt very satisfied with the service



Adult screening:

“

“Very professional service.”

“

“The psychologist put me at ease and was absolutely lovely. Thank you ADHD Foundation.”

“

“Every member of the team I spoke to or dealt with me on some level, whether just conversation or something more clinical like therapy/assessments were all wonderful. I instantly felt listened to and welcomed due to my experience there and what I have learned about myself it has had a profoundly positive effect on my life. Amazing service throughout faultless”

“

“Friendly, professional, thorough and honest. I felt able to discuss personal difficulties without stigma or judgement. Feel totally relieved and access to the right therapeutic support and medication since my diagnosis can only be described as 'Life Changing.'”

“

“The whole experience was very positive. Talking about famous people with Autism/ADHD made it more real life and easier to accept. The manner that my daughter was handled in was fantastic. Feedback was clear and concise. Thank you!”

Child Screening:

“

“I thought the service was wonderful and very cost effective, as I had paid thousands of pounds in psychiatry fees to get my other child assessed for ADHD. Thank you.”

“

“All very professional, the psychologist explained everything in a non threatening way as it was a little scary for my child, but Rachel gave my child a lot of confidence and we were very happy with the test.”

“

Important Policies

By submitting the referral form you are agreeing to follow the ADHD Foundation policies. These are also outlined at the bottom of the referral form.

- By submitting the referral form you consent to the ADHD Foundation Neurodiversity Charity recording, processing, and sharing your information. Please note: This is not related to marketing, it enables us to process and accept this referral (i.e. adding names and contact details to our waiting list. As well as emailing you the results report/outcome of the assessment).
- If you are a parent/carer/friend/spouse/ employer referring someone to access the assessment who is 18 or older we will need the clients consent to proceed. We cannot accept referrals without the clients consent. Also, if you are paying for their appointment we will not be able to discuss any aspects of the appointment with you unless the client has given us their express consent. This includes details on the status of their assessment, appointment dates, and any results outcomes. This only applies if the client is 18 or older.
- If the client was 17 at the point of referral and has turned 18 while accessing our service, the same policy will apply and we will not disclose any information about their assessment without their consent.
- Payment must be made before ANY appointments can be booked, including rebooked appointments.
- The assessment is non-refundable (including if you do not attend, cancel, or change your mind about accessing the assessment).
- You understand that all referrals are subject to review before they can be accepted. The ADHD Foundation hold the right to not accept referrals if they do not meet the criteria. For instance, the ADHD Foundation is not a Psychiatric service and therefore holds the right to reject referrals where more specialist care is required. Also, the QbTest/QbCheck is a type 1A medical device, which follows strict governance on whom can use the technology.
- You confirm that all information provided is truthful and accurate and understand that if you have withheld anything that this will affect the assessment outcome which could impact your ability to obtain a formal diagnosis. In some cases, no outcome may be provided and the appointment may be aborted or cancelled. The appointment would be non-refundable.
- It is your responsibility to ensure nothing will impact the validity of the QbTest/QbCheck, such as alcohol consumption, elicit substances, exhaustion, stimulants such as caffeine, sweets, hunger, or injury. Please note, this is not an extensive list these are just some examples.
- This is a cognitive test. At the start of the appointment your clinical advisor will assess if anything could impact the validity of the results, such as being hungover. In some cases, this may result in the test not being possible and we will have to re-book. If the test was not possible due to the factors outlined in these policies, then you will be subject to the £225 re-booking fee. If we discover after the QbTest is completed that factors may have impacted the validity of the test, then the test results will be invalid. You may then need to re-book the QbTest and pay the £225 re-booking fee.
- The ADHD Foundation have a zero-tolerance policy on abuse towards staff. By submitting the referral form you understand that being abusive towards staff will result in your referral to our services being terminated. The cost of the assessment would be non-refundable.

What if the QbTest/QbCheck is not possible?

In rare cases some children are not able to complete the QbTest/QbCheck. This can be due to the impact that other conditions are having on them, such as severe anxiety or Autism. It can also be due to the child refusing to comply or complete the test. In these cases, this information can be really helpful, as it can help us understand the difficulties they may be experiencing.

The assistant Psychologist will make a decision at the appointment as to whether the test can go ahead. In these cases, the assessment is still non-refundable as a report will be generated. If the family wish to re-do the QbTest/QbCheck this would be subject to the £225 re-booking fee.

What if I require an interpreter?

Unfortunately, we are unable to provide interpreters for the appointment. Should one be required then you would need to source this yourself.

What if I do not attend the appointment?

If you do not attend your appointment and then wish to re-book, the appointment would be subject to the £225 re-booking fee.

The new appointment will not be booked until the payment is made.



What if I need to re-book the appointment?

If you contact to re-book the appointment 5 working days before your appointment is due, there is no additional fee.

If you contact to re-book the appointment less than 5 working days before your appointment is due, there is a £225 re-booking fee.

What if I am late to the appointment?

If you are more than 15 minutes late we will not have time to complete the appointment and the appointment would need to be re-booked. The re-booked appointment would be subject to the £225 re-booking fee.

In special circumstances the re-booking fee can be waived. However, this needs to be approved by the business director.

It can take between 5-10 business days to make a decision so that the case can be reviewed.

Type of appointment:

1. If you are accessing the full screen, prior to the appointment ADHD rating scales will be sent. It is your responsibility to return them before the appointment date. Failure to return all rating scales will delay your outcome/result from being obtained.
2. Please note, we cannot refer to our psychiatrists without the completed rating scales.
3. If you are accessing the QbTest only, you understand that we cannot refer you to our associate Psychiatrists unless you complete the full screen.
4. If you decide after the QbTest that you wish to be referred to our associate Psychiatrist you would have to pay £225 so that you can complete the other aspects of the full screen.

CCVT in operation:

1. Purpose of CCTV - The primary purpose of the CCTV cameras in the QbTest room is to ensure the safety and security of all participants, staff, and property, and to maintain the integrity of the ADHD assessment process.
2. Data Protection and Privacy - Compliance with Laws: All recordings and data captured by the CCTV cameras will be managed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).
3. Data Storage: Recorded footage will be securely stored for a period of 28 days, after which it will be automatically deleted unless required for legal or compliance reasons.
4. Access to Data: Access to recorded footage is strictly limited to authorised personnel only.
5. Use of CCTV Footage - Assessment Integrity: Footage may be reviewed to ensure the integrity and proper conduct of ADHD assessments. Safety and Security: Footage may be used to investigate any incidents or safety concerns within the test room.
6. Training and Quality Assurance: Footage may be used for staff training and quality assurance purposes to improve service delivery.
7. Notification and Consent - By entering the test room, participants and staff acknowledge and consent to the recording and monitoring by CCTV cameras for the purposes outlined above.
8. Confidentiality - All recorded footage will be treated as confidential and handled with the utmost care to protect the privacy of individuals.
9. Only authorised personnel will have access to the footage, and it will not be disclosed without proper authorisation or legal requirement.
10. Security Measures - Secure Storage: All recorded footage will be stored in a secure environment with appropriate access controls.
11. Technical Safeguards: Measures will be in place to prevent unauthorised access, alteration, or destruction of recorded footage.
12. Participants Rights - Access to Footage: Participants have the right to request access to footage in which they appear, subject to applicable data protection laws.
13. Policy Review - These terms and conditions will be reviewed regularly to ensure they remain compliant with relevant laws and best practices. Updates will be communicated to all relevant parties.
14. Contact Information - For any questions or concerns regarding the CCTV and the use of recorded footage, please contact: Tom Howcroft, Data Protection Officer, ADHD Foundation, 3rd Floor, 54 St James Street, Liverpool L1 0AB, Telephone: 0151 541 9020 or DPO@adhd.foundation.org.uk

By submitting the referral form you are consenting to the use of CCTV during your assessment.



@adhdfoundation



**54 St. James Street
Liverpool, L1 0AB**



www.adhdfoundation.org.uk

