



Greg Vinnicombe  
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*Communication that counts*

## INFORMATION SHEET FOR SOLUTION FOCUSED SESSIONS v1.1

### Service offered

For no financial cost, Greg provides an initial set of three one-hour solution focused sessions for individuals, couples or families wishing to identify solutions to the difficulties they currently face. Typically the difficulties addressed in the meetings relate to unwanted behaviours and relationship issues and may include issues resulting from domestic violence and substance misuse. Previous users of this service have noted that three or less meetings can often result in 'good enough' progress in their situation to have been made. Further sessions can be offered if required.

**Please note:** a referral to the service does not guarantee an offer of work

### Venue

The meetings typically take place at the home of the people involved or at other agreed locations in West Yorkshire.

### About Greg and the Solution Focused Approach

Over the past 20 years Greg predominantly provided services as a practitioner and manager within the NHS and Social Services. He currently runs his own solution focused approach training and consultancy business and over the past 10 years has increasingly utilised this approach with the people he works with. Further details about Greg including his qualifications, experience, insurance, Enhanced Criminal Records Bureau checks and the solution focused approach can be provided upon request and are available on his web-site [www.usefulconversations.com](http://www.usefulconversations.com).

### Data Protection and Confidentiality

Information held by Greg will be consistent with requirements of the Data Protection Act 1998 and be stored on either a password accessed computer or in a locked cabinet. He will also endeavour to ensure that any information provided by people within arranged solution focused sessions is not shared or accessed by any others without the written consent of all of those who attended. Exceptions to this includes times when he discusses his work within his own supervision sessions and when there are identified risks to any adult's or child's safety and welfare including those attending the sessions. If Greg believes further involvement with other professionals or services would benefit anyone attending these sessions then he will raise this in the meeting.

### Complaints

Greg will endeavour to immediately personally address any complaints about this service. If anyone attending the service remains dissatisfied about his professional conduct, or any other matters, then complaints can be taken to the any of the following: the agency that referred you to this service, the General Social Care Council, the National Association for Guardian ad Litem and Reporting Officers and the UK Association of Solution Focused Practice.

### Statement on recording

Greg provides this service at no charge and only requests that he is allowed to make an audio or video recording of the sessions for use for his own professional development and within his own supervision sessions. He may wish to consider using parts of these recordings for training purposes though would not proceed with this without providing the details of each request (including how confidentiality is to be maintained) and receiving written consent from those involved. If consent is given for recording then it would be possible for those involved to withdraw this at any time and request the recordings to be immediately deleted.

A refusal to consent to recording would not affect the decision to provide a service.

**Declaration:** *I have received a copy of the above information and have had the opportunity to ask questions about the service provided. I do / do not (delete as applicable) consent to recordings being made of the session(s).*

Signed.....

Date.....