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| Policy title: | Insight Psychological Assessments Ltd Consent Policy |
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| Summary: | This policy outlines the procedures for obtaining informed consent for psychological assessments, ensuring that all individuals understand the nature, purpose, benefits, and potential risks of the assessment, and that consent is only obtained from individuals with the mental capacity to provide it. |
| Target audience: | All Insight Psychological Assessment Ltd Partnership Directors. |
| Authorised by: | Insight Psychological Assessments Director |
| Date issued: | 1 September 2025 |
| Next review date: | 31 August 2026 |

| Version no. | Issue date | Summary of amendments |
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1. Principles

- 1.1 Consent must be informed, voluntary, and given by a person with mental capacity.
- 1.2 The assessor must ensure that consent is obtained before any psychological assessment begins, except where emergency or statutory exemptions apply.
- 1.3 The process must respect dignity, autonomy, and human rights.

2. Informed Consent

Before the assessment, the assessor must:

- 2.1 Explain the purpose, nature, and scope of the assessment.
- 2.2 Describe any methods and tools used (e.g., interviews, questionnaires, psychometric tests).
- 2.3 Clarify how the results will be used and any possible consequences.
- 2.4 Explain confidentiality, its limits (e.g., risk of harm, legal obligations), and who will have access to the information.
- 2.5 Inform the individual of their right to withdraw at any time without penalty.

3. Mental Capacity

- 3.1 Mental capacity refers to the ability to understand, retain, weigh up, and communicate information relevant to the decision about undergoing a psychological assessment.
- 3.2 The assessor must presume capacity unless there is evidence to suggest otherwise.
- 3.3 If there is doubt, a capacity assessment should be conducted using the following criteria:
 - Can the individual understand the relevant information?
 - Can they retain that information long enough to decide?
 - Can they weigh up the pros and cons to make an informed choice?
 - Can they communicate their decision (verbally, in writing, or by other means)?

4. When Capacity Is Lacking

- 4.1 If the individual lacks capacity to consent:
- 4.2 The assessor must check if there is a legally authorised representative (e.g., guardian, social worker) who can provide consent.
- 4.3 If no representative exists, the assessor should follow relevant legal frameworks (e.g., Mental Capacity Act 1983) and act in the person's best interests.
- 4.4 Best interest decisions must consider:
 - The person's past and present wishes.
 - The views of relevant family members or caregivers (if appropriate).
 - The least restrictive approach possible.

5. Ongoing Consent

- 5.1 Consent should be reviewed throughout the assessment process, especially if the scope changes or new procedures are introduced.



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- 5.2 If at any point the individual loses capacity, the process must pause until appropriate legal and ethical steps are taken.

6. Legal Compliance

- 6.1 This policy must be implemented in accordance with:
- 6.2 Relevant national legislation (e.g., Mental Capacity Act 2005 in England & Wales, equivalent local laws elsewhere).
- 6.3 Professional codes of ethics (e.g., British Psychological Society, American Psychological Association).
- 6.4 Data protection and privacy regulations.

8. Review

- 8.1 This policy will be reviewed every two years or sooner if legislation, ethical standards, or best practices change.