| CHAPTER Facilities | CHAPTER 08 | SECTION 001 | SUBJECT 20 |
|---|---|---|---|
| SECTION Building | DESCRIPTION Scheduling and Use of Play Therapy Room | | |
| **WRITTEN BY** Lauren J. Emmons, ACSW Associate Director | **REVISED BY** Kate Spencer, LMSW Children's Supervisor | **AUTHORIZED BY** Lauren Emmons, ACSW CEO | |

## APPLICATION:

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|---|---|---|---|
| ☒CMH Staff | ☐Board Members | ☐Provider Network | ☒Employment Services Providers |
| ☐Employment Services Provider Agencies | ☒Independent Contractors | ☒Students | ☒Interns |
| ☒Volunteers | | | |

## POLICY:

This policy and procedure will serve as a guideline for the scheduling and use of the Play Therapy Room at the Maple Grove CMH Campus.

## STANDARDS:

No children will be allowed in the Play Therapy Room without the supervision of staff. The Play Therapy Room is to remain unlocked. Observation of children engaged in Play Therapy will be permitted only consistent with agency policies on securing informed consent and protecting the rights of the persons served. Informed consent will be documented in the case record of the person served.

## PROCEDURES:

The schedule for the use of the Play Therapy Room will be posted on the wall, outside the Play Therapy Room. Scheduling will be determined by staff signing up for desired times. If more than one staff needs the Play Therapy Room for a given time, the staff

who signs up first will be given priority. Staff shall work cooperatively so persons served with the greatest need for the use of the Play Therapy Room will get preference.

Staff will be responsible for leaving the Play Therapy Room in proper order. Items used in private offices from the Play Therapy Room shall be returned promptly following use. For reasons of safety, there will be no food or drink allowed in the Play Therapy Room

TC:mgr

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This policy supersedes
#03/06018 dated 03/24/2006.

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