

CASPARI FOUNDATION BREAK IN CLINICAL PRACTICE / SABBATICAL LEAVE POLICY

Introduction

Sometimes, owing to personal circumstances, an Educational Psychotherapist (EPT) may require a break in practice. A Caspari Foundation member and practicing EPT may apply for a Break in Clinical Practice / Sabbatical Leave for a period of one year or, by agreement, longer.

How to request a Break in Clinical Practice / Sabbatical Leave

For breaks in practice of one year or longer Caspari Foundation members are required to complete a Break in Clinical Practice / Sabbatical Leave Request Form and submit this to the Chair of the Ethics and Professional Affairs committee (EPAC).

Formal requests for a Break in Clinical Practice / Sabbatical Leave are necessary in order to keep a Caspari Foundation UKCP registrant's clinical practice records in line with 5-yearly reaccreditation requirements.

It is recommended that during a Break in Clinical Practice / Sabbatical Leave members participate in Continuing Professional Development (CPD) activities to keep up to date with changes in the profession.

A member requesting a Break in Clinical Practice / Sabbatical Leave must have successfully completed at least one year's membership of the Caspari Foundation and UKCP and be in good standing (e.g. be a fully paid-up member with no complaints and attendance at CPD events).

For breaks in practice of less than one year Caspari Foundation members need to ensure the following:

- When reaccrediting, an explanation for the break in work should be included in the submission.
- Members are expected to keep all necessary insurances, DBS and safeguarding certificates current.

Approval for the above applications

Approval for applications of a Break in Clinical Practice / Sabbatical Leave will be confirmed by the Caspari Foundation and a date of return agreed and confirmed by both parties.

It is expected that membership of the Caspari Foundation will continue during the Break in Clinical Practice / Sabbatical Leave period in order to ensure that a return to practice is straightforward.

Retaining membership of the Caspari Foundation will also ensure continuing access to Caspari Foundation CPD trainings at a reduced rate.

Members need to maintain their membership of UKCP during the Break in Practice / Sabbatical Leave period.

Members will have their names removed from the Register of available EPTs held at Caspari Foundation.

Return to Practice

At the end of the Break in Clinical Practice / Sabbatical Leave members are expected to inform the Caspari Foundation of their intention to return by writing to the Chair of EPAC.

This process will include confirmation that there are no disciplinary matters pending with any other professional body.

Evidence will be provided of any required and attended ongoing CPD during the Break in Clinical Practice / Sabbatical Leave.

Failure to inform at the agreed time may result in the member having to reapply for membership of the Caspari Foundation for re-accreditation with the UKCP.

Documents required for application for Break in Clinical Practice / Sabbatical Leave

- Copy of completed *Break in Clinical Practice / Sabbatical Leave Request Form*
- Copy of current professional indemnity insurance
- Copy of enhanced DBS and online update service number
- Summary of CPD to date
- Plan for CPD during break in clinical practice
- Details of supervision of clinical work to date