

CASPARI FOUNDATION POLICY AND PROCEDURE FOR REACCREDITATION TO THE UKCP CHILD REGISTER

1. Introduction

The purpose of the reaccreditation process is to ensure that professional standards of all psychotherapists trained to work with children and young people (CYP) are maintained at the highest possible level and that all Educational Psychotherapists participate in on-going Continuing Professional Development throughout their professional life.

The Caspari Foundation is an Organisational Member (OM) of the UKCP Child College (CCAP).

All Educational Psychotherapy members of the Caspari Foundation who are on the UKCP Child Register are required to apply for reaccreditation on a 5-yearly cycle. The purpose of reaccreditation is to ensure that professional and ethical standards are maintained across the profession and developments within the profession of working with children and young people (CYPs) are followed and understood.

In line with its Organisational Member obligations to the UKCP Child College, the Caspari Foundation has a robust process in place for its members to follow in order for them to remain on the Child Register.

Responsibility for monitoring and moderating reaccreditation applications lies with the Caspari Foundation Ethics and Professional Affairs Committee (EPAC).

2. Requirements for Reaccreditation

An Educational Psychotherapy member of the Caspari Foundation will need to complete an ***Application for Reaccreditation form*** and include with its submission evidence of the following:

- 2.1 A record of their clinical practice over the 5-year period, including a calculation of an average number of clinical hours worked each month with CYPs and a description of the nature of the work.
- 2.2 A detailed account of their supervision arrangements over the 5-year period, including signed evidence of participation in supervision by their supervisor/s.
- 2.3 A detailed log of all CPD activities over the 5-year period and how these experiences have enhanced and contributed to their practice.

Please refer to the Caspari Foundation ***Continuing Professional Development Policy***.

- 2.4 A 1500-word reflective description of their practice over the 5-year period and how their practice has evolved through the use of supervision and participation in CPD.
- 2.5 It is expected that the applicant will confirm adherence to the ***Caspari Foundation Equality, Diversity and Inclusion Statement*** and its ***Code of Professional Conduct and Ethics***.
- 2.6 Submission of evidence of the following documents/certificates:
 - Professional Indemnity Insurance
 - Safeguarding training
 - DBS enhanced certificate
 - Clinical Will
 - Any additional policy documents relevant to private practice, eg. Data Protection, Risk Assessments, Health and Safety and EDI policies etc.
- 2.7 Declaration of any complaints and the outcomes made in the 5-year period.

3. Caspari Foundation undertakes the following:

- 3.1 To maintain and monitor its records of all Educational Psychotherapy members who are accredited with UKCP through the Caspari Foundation and on the Child Register.
- 3.2 To send out reminders to the Caspari Foundation members who are due for reaccreditation at least 9 months prior to when reaccreditation is due.
- 3.3 To send the Reaccreditation form to the EPT member 3 months ahead of their renewal date.
- 3.4 To be available for any advice the EPT member feels they may need to complete their reaccreditation.
- 3.5 On receipt of the completed reaccreditation application, to manage the response and feedback within a reasonable time frame.
- 3.6 To provide useful feedback to the applicant when necessary and provide any support should the reaccreditation have conditions attached to it.

- 3.7 To be aware of the potential for a conflict of interest in the process where members of the EPAC committee are professionally involved with applicants.

4. Reaccreditation Process

- 4.1 Completed reaccreditation applications should be sent to the Caspari Foundation's Business Director at business@caspari.org.uk. See details on how to password protect your documents on [Microsoft](#) or [Adobe](#).
- 4.2 On receipt of the payment of £200 administration fee, the completed form and accompanying documents will be sent to the Chair of the Ethics and Professional Committee.
- 4.3 The application is allocated to two members of EPAC with a Lead assessor.
- 4.4 The application is assessed against the checklist of requirements.
- 4.5 Any missing information is communicated to the applicant and a reasonable amount of time allowed to submit it.
- 4.6 Where there are significant concerns about the quality or compliance of the application, the Chair of the Ethics and Professional Affairs Committee will arrange a meeting with the applicant. A record of the meeting will be maintained.
- 4.7 The applicant will be given a reasonable amount of time to resubmit their application or elements of it, and the resubmission will be reassessed.
- 4.8 Sometimes an application needs additional time to put in place changes that have been requested, e.g. a change in supervisor if the supervision is not modality appropriate, but such requirements do not automatically mean that the reaccreditation has been declined.
- 4.9 If, after opportunities to send additional requested information, put in place necessary changes and/or meet with Chair of the Ethics and Professional Affairs Committee, the application does not meet required standards, the applicant will be informed of the appeals process.

5. Appeals process

- 5.1 In the event that an applicant is dissatisfied with the decision of the EPAC Chair and assessors, they can follow the appeals process by submitting in writing the reasons for their dissatisfaction and request that their appeal be considered at a full EPAC Committee meeting and, if required, at a Board of Trustee meeting.

- 5.3 If the appeals process remains unresolved, the Chair of UKCP Child College CCAP will be contacted for further advice.

6. End of reaccreditation process

6.1. Once a reaccreditation submission is completed, assessors delete all records of the application. The submission will remain on the Caspari Foundation server for a maximum of 7 years and may be reviewed as part of the UKCP CCAP 5 yearly audit.