

CASPARI FOUNDATION

CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR EDUCATIONAL PSYCHOTHERAPISTS

1. STATEMENT

- 1.1 Educational Psychotherapy (EPT) is a technique which is used to help children understand deep-seated, psychological reasons for not learning or who find aspects of school life too challenging to settle and participate. Educational Psychotherapists combine teaching with therapeutic skills to enable the child to learn whilst at the same time bringing into awareness their reasons for not learning or what it is about school that they cannot manage well. They work with the child in a confidential space usually within an educational setting where the space and regular time allows the child to work through conflicts and difficulties. Educational Psychotherapists liaise and consult with the parents of the child and other professionals both within the child's school and, where necessary, more widely.
- 1.2 The Educational Psychotherapist works within the confines of inter-agency statutory Governmental guidance, Charity Commission policy and the ***UKCP Code of Ethics and Professional Practice (2019)***.
- 1.3 The Caspari Foundation Code of Professional Conduct and Ethics has been designed to comply with the requirements of the UKCP Code (as above). In addition, it complies with current statutory requirements and guidance as set out in the ***Charity Commission Safeguarding and protecting people for charities and trustees, 2022***, the ***Government's Inter-agency Statutory Guidance Working Together to Safeguard Children, 2023*** and ***Keeping children safe in education, statutory guidance for schools and colleges, 2024***.
- 1.4 The Caspari Foundation Code shall bind all Educational Psychotherapists recognised as qualified by the Caspari Foundation and all students taking part in training provided by the Caspari Foundation. The review and monitoring of training and professional practice is the responsibility of the Board of Trustees and its designated committees eg. the Ethics & Professional Affairs Committee (EPAC).
- 1.5 An Educational Psychotherapist has responsibilities towards their clients (the client is the child or young person in therapy with the EPT), to those who employ them, and to other Educational Psychotherapists. Educational Psychotherapists may be employed in the Child & Adolescent Mental Health Service (CAMHS), schools, colleges, charities and other organizations providing support for children and young people. Educational Psychotherapist working in such contexts need to have knowledge of the policies and contractual requirements of their employers, and to ensure that those policies and requirements are compatible with this Code, and are in compliance with the statutory policies and guidance in force at the time (see para. 1.2 above).
- 1.6 It is expected that anyone entitled to use the description, Educational Psychotherapist, will conduct themselves to the highest professional standards.

It is required that Educational Psychotherapists understand that the best interests of the client should be paramount at all times. Failure to do so should be reported to the appropriate authority (see para. 1.3 above), and considered under the Caspari Foundation Complaints Procedure.

2. PRINCIPLES AND RULES FOR PROFESSIONAL CONDUCT AND ETHICAL PRACTICE

- 2.1 The Educational Psychotherapist must practice with due regard to issues of diversity, equity and inclusion as these affect all aspects of their work. They must take account of the effects of diversity within the therapeutic process, but must not allow their practice to be prejudiced by considerations of: age; gender and gender identity; colour; race; disability; sexual orientation; social, economic or immigrant status; lifestyle, or cultural and religious beliefs.
- 2.2 A client's communications must at all times be regarded as confidential. However, if disclosure of confidential information to a third party is in the best interests of the child, is in the public interest or an issue of safeguarding, then the Educational Psychotherapist has a responsibility to follow the safeguarding procedures of the setting where the sessions are taking place or statutory safeguarding procedures and responsibilities. ***Please refer to the Caspari Foundation Safeguarding Policy, 2025 See paragraph 1.2***
- 2.3 Educational Psychotherapists must acquaint themselves with the law regarding confidentiality, and to be aware of the possibility and, therefore, procedures to be followed should they be asked by a Court of Law to divulge information provided by the client. Should this occur, the Educational Psychotherapist should consult with the Ethics & Professional Affairs Committee (EPAC), and where necessary seek legal advice.
- 2.4 The Educational Psychotherapist must ensure that, should they wish to make use of any audio-visual, photographs or written material relating to the client sessions, e.g. for teaching purposes or in the publication of a paper, journal or book that they have all necessary informed and written consent from adults responsible for the child. Educational Psychotherapists are required to safeguard the welfare and anonymity of clients when any form of publication of clinical material is being considered and to obtain the written and informed consent of parent/s/carer/s. Authors submitting material to be published by Caspari Foundation in their annual journal are required to sign an author agreement. Authors will be sent an author agreement by the Business Director.
- 2.5 When working with vulnerable clients, the Educational Psychotherapist should ensure an up-to-date risk assessment is in place and be familiar with any behaviour support plan, including plans for the use of physical intervention and de-escalation strategies which should be discussed with the client at intervals throughout the work. Educational Psychotherapists should consider undertaking appropriate physical intervention training, guided by their setting, when working with children who are known to need this, details of which

should be recorded on the risk assessment. Physical intervention may be necessary to prevent injury to the child or therapist and immediate assistance sought.

- 2.6 The Educational Psychotherapist must not propose or enter into any physical relationship of a sexual nature with the client nor should the therapist exploit the client emotionally for his/her own gratification.
- 2.7 There must be no financial dealings with a child other than for the professional services provided when such dealings will be with the parent/guardian.
- 2.8 An Educational Psychotherapist must not work professionally if physical or mental illness reduces her/his skill or judgement.
- 2.9 An Educational Psychotherapist must not work professionally when under the influence of alcohol or of drugs taken for non-medical reasons.
- 2.10
 - a. An Educational Psychotherapist shall abstain from any behaviour that may be detrimental to the profession, e.g. (1) committing a crime that would make the Educational Psychotherapist unfit to practise, or (2) maliciously deprecating the skills of another Educational Psychotherapist.
 - b. An Educational Psychotherapist on the UKCP Register by virtue of accreditation by the Caspari Foundation, must report to the Foundation any conviction, disciplinary action by an employer, or a suspension from practice on ethical grounds. In such instances, the implications for continued accreditation of the therapist shall be considered by the Ethics & Professional Affairs Committee (EPAC).
- 2.11 Educational Psychotherapists are required to disclose their qualifications when requested and not claim, or imply, qualifications that they do not have.
- 2.12 Educational Psychotherapists are required to disclose on request their terms, conditions and, where appropriate, methods of practice at the outset of Educational Psychotherapy.
- 2.13 Educational Psychotherapists should consider the client's best interests when making appropriate contact with the client's GP, relevant psychiatric and other medical specialists, educational or social care. Educational Psychotherapists should be aware of their own limitations and be prepared to refer to other professionals when necessary.
- 2.14 Educational Psychotherapists are required to restrict promotion of their work to a description of the Educational Psychotherapy which they provide. Member organisations of UKCP are required to restrict promotion of their work to a description of the type of psychotherapy they provide.
- 2.15 Educational Psychotherapists are required to distinguish carefully between self-descriptions, as in a list, and advertising to solicit clients.

- 2.16 Educational Psychotherapists are required to clarify with their clients the nature, purpose and conditions of any research in which the clients are to be involved and to ensure that informed and verifiable consent is given by the client before commencement. Educational Psychotherapists should follow The British Educational Research Association (BERA) Ethical Guidelines for Educational Research, fifth edition (2024) and UKCP Code of Ethics and Professional Practice (2019)
- 2.17 Educational Psychotherapists are required to ensure that their professional work is adequately covered by appropriate indemnity insurance or by their employers.
- 2.18 a. Educational Psychotherapists are required to refrain from any behaviour that may be detrimental to the profession, to colleagues, to trainees or to clients.
- b. Educational Psychotherapists are required to initiate the Complaints Procedure if they consider that a colleague's behaviour may be detrimental to the profession, to colleagues, to trainees or to clients.
- 2.19 Educational Psychotherapists must commit to an ongoing process of continuing professional development (CPD), sufficient to sustain their level of competence to practice, and to satisfy the requirements of the Caspari Foundation for five-yearly re-accreditation under the policies and criteria of the UKCP College or Colleges of which the Foundation is an Organisational Member (OM). ***Please refer to the Caspari Foundation CPD Policy.***
- 2.20 a. Educational Psychotherapists are required to keep such records as are necessary to properly carry out their duties to the client, and to benefit from supervision. When practising other than in private practice, they must be clear as to the ownership of the records they are required to keep, and of such additional records ('process notes' etc.) kept as part of their professional practice. These records should be as brief as is compatible with their function and anonymised wherever possible.
- b. The Educational Psychotherapist undertakes to securely store, and as soon as is appropriate, to dispose of, any personally identifiable records in order to protect the client's confidentiality.
- c. Educational Psychotherapists in private practice or in training must to be registered with the Information Commissioner's Office.
- d. Educational Psychotherapists are expected to be familiar with most recent GDPR regulations for the storage, use and deletion of records.
- 2.21 Educational Psychotherapists must consider how, in the event of their sudden unavailability, this can most appropriately be communicated to their clients. This will include careful consideration of how a client might be informed of the

death or serious illness of the therapist. The Educational Psychotherapist should create a Clinical Will containing clear instructions for the aforementioned, as well as for the disposal of their files and records in the event of their death or incapacity.

- 2.22 The Educational Psychotherapist must acquaint themselves with the Complaints Procedure of the Caspari Foundation and draw this to the attention of their client and/or their client's parent/s/carer/s.

ETHICS AND PROFESSIONAL AFFAIRS COMMITTEE COMPOSITION AND TERMS OF REFERENCE

1. The Ethics and Professional Affairs Committee is accountable to the members of the Caspari Foundation and is responsible to the Board of Trustees. Its deliberations are confidential. Decisions reached on any matter shall be presented as recommendations for ratification by the Board of Trustees. A summary of the Committee's work shall be included in the Board of Trustees' report to the AGM.
2. The functions of the Committee are:
 - i. to investigate and adjudicate upon complaints against members of the Caspari Foundation in accordance with the Foundation's Complaints Procedure;
 - ii. to consider, advise and/or report upon any ethical issue concerning the profession of Educational Psychotherapy;
 - iii. to consider proposals for training, clinical practice and research which entail ethical issues not otherwise covered within the Code of Professional Conduct and Ethics for Educational Psychotherapists;
 - iv. to consider submissions from members seeking UKCP re-accreditation, and, subject to ratification by the Board of Trustees, to recommend to UKCP those members satisfying the criteria for re-accreditation.
3. The Committee currently has **five members appointed by the Board of Trustees**, one of whom shall be appointed to the chair. In determining the membership of the Committee, the Trustees shall pay due regard to the need for expertise in clinical practice, training and professional development, and research.
4. Members shall be appointed for a period of three years, with the possibility of further three-year appointments.

5. The Chair shall hold the position for a period of three years, with the possibility of further three-year appointments.
6. The members of the Committee may consult and/or co-opt any expert adviser, including a legal adviser or their own expert. Such an adviser may be co-opted either ad hoc or for a period of up to three years, as they think fit. He/she shall not be a member of the Committee, but shall be invited to participate in meetings at the discretion of the Chair.
7. Any member of the Committee may resign by giving one month's written notice to the Chair of the Committee, who shall seek the appointment of a replacement by the permission of the Chair of the Board of Trustees.