

# College for Child and Adolescent Psychotherapies Continuing Professional Development Policy

## 1. Introduction

This document lays down the CPD policy and requirements of the College for Child and Adolescent Psychotherapies (CCAP), United Kingdom Council for Psychotherapy. This document is particularly relevant to those who register directly with UKCP as a Child Psychotherapist/Child Psychotherapeutic Counsellor and will inform and has been informed by the CPD policies of the member organisations of the College. All of these policies comply with the requirements laid down by UKCP in the UKCP Policy for Continuing Professional Development (CPD) 2015 and should be read in conjunction with the CCAP Supervision Document (2022) and the CCAP Policy and Procedure for Reaccreditation of UKCP Members on the Child Register (2022).

CPD is an essential and integral facet of the professional life of psychotherapists and psychotherapeutic counsellors. All practitioners have a responsibility to maintain and improve their standards of practice and to participate in activities, which can be evidenced and/or verified as helping them to do this. They need to make specific and adequate on-going arrangements for monitoring and updating their own knowledge base and committing to continuing professional development.

## 2. General Principles

2.1 All Child Psychotherapists/Child Psychotherapeutic Counsellors are required to undertake Continuing Professional Development (CPD) and to provide evidence of CPD undertaken.

2.2 It is the duty of Child Psychotherapists/Child Psychotherapeutic Counsellors to maintain their own competence and standards of practice as a way of maintaining the standards of Child Psychotherapy and Child Psychotherapeutic Counselling and contributing to the safeguarding of their clients and protection of the public.

2.3 The purpose of CPD is to ensure reflective practice and professional development. It is recognised that there are a variety of ways in which this can be achieved. A CPD portfolio must be kept as a record of activities undertaken.

2.4 Ongoing clinical practice and supervision are a requirement of UKCP registration. Requirements are therefore included in this document as an ongoing part of CPD.

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### 3. Requirements

For the first 5 years post-qualification there are more prescriptive CPD requirements to reflect the newness of practice and need for more support.

It is recognised that there may be circumstances in which, due to personal or professional circumstances, CPD requirements may not be met within a given year. In these circumstances CPD will be assessed over a 5-year cycle. (See further details below under point 6 Mitigating Circumstances).

Additional and/or specified CPD may be required by: -

- Complaints panel following investigation of a complaint which may relate to a complaint heard through the nominated complaints process or previous decisions by an Organisational Member (OM).
- The appropriate reaccreditation committee due to prolonged absence from practice.

#### 3.1 General

3.1.1. All CPD will be reviewed every 5 years following the initial registration. Reaccreditation committees may ask for an update of CPD activities within this period if a practitioner has fallen short of particular aspects of CPD and needs to make up a shortfall.

3.1.2. Child Psychotherapists and Child Psychotherapeutic Counsellors are required to provide evidence of current Professional Indemnity insurance and enhanced DBS checks/Scottish and Northern Ireland equivalence.

3.1.3. All documentation needs to evidence ethical, inclusive and anti-discriminatory practice.

3.1.4. Child Psychotherapists and Child Psychotherapeutic Counsellors must maintain safeguarding training and keep up to date with legal requirements.

#### 3.2 CPD Requirements

A record must be kept of the learning gained from these activities and submitted with CPD/Reaccreditation returns.

3.2.1. The total required CPD is 250 hours across the 5-year review cycle. CPD activities will normally amount to a minimum of 50 hours per year. This is 250 hours across the 5 yearly review cycles and it is expected that in normal circumstances the minimum in any one-year will be 20 hours.

3.2.2. A minimum of 18 hours per year of education through attendance at training events, conferences and or workshop attendance. Education needs to be directly relevant to the practice of Child Psychotherapy and Child Psychotherapeutic Counselling.

3.2.3. A minimum of another 32 hours per year of CPD, which can be drawn from the following areas:

- Reading of books and journals and internet research
- Formal reading groups
- Distance learning or webinar experience
- Research activity
- Service to the Profession (e.g. committee membership)
- Conference presentations
- Further training

### **3.3. Clinical Practice Requirements**

These requirements are for practicing Child Psychotherapists and Child Psychotherapeutic Counsellors.

3.3.1. For the first 5 years after qualifying the minimum requirement for practice with children and young people is 12 hours per month. For those who are practicing child supervisors you may also include supervision practice hours after 3 years of registration as a Child Psychotherapist or Child Psychotherapeutic Counsellor.

3.3.2. After 5 years the minimum requirement is 8 hours per month averaged over a 5-year period with a minimum of 20 hours in any one year.

### **3.4. Supervision Requirements**

Clinical supervision is an essential ongoing component of CPD and must meet the CCAP requirements for the supervision of Child Psychotherapists/Child Psychotherapeutic Counsellors.

3.4.1. Supervisors will usually be registered with UKCP as a Child Psychotherapist/Child Psychotherapeutic Counsellor. Normally supervisors must be on the UKCP supervision directory as a child supervisor.

3.4.2. In addition to experienced UKCP Child Psychotherapists and Psychotherapeutic Counsellors who meet the criteria for entry onto the UKCP supervision directory, experienced child practitioners registered elsewhere may at times provide useful supervisory input. The College and OMs of the College can hold their own lists of approved supervisors who are not on the UKCP directory. For full details see Point 1.6 of the CCAP Supervision Document (2022).

3.4.3. For the first 5 years of registration, frequency of supervision must be at 1:10 (one hour of supervision to ten hours of direct practice with clients).

3.4.4. For subsequent years the practitioner is considered experienced and a minimum of 20 hours supervision per year is required.

3.4.5. It is recognised that working with severely disturbed, traumatised or abused clients will require higher rates of supervision. Supervisors may advise additional supervision where they deem necessary. Failure on the part of the supervisee to heed such advice must be addressed in supervision.

3.4.6. Group supervision is permitted on a pro-rata basis to meet the required ratios. It is the responsibility for each Organisational Member to define pro-rata and communicate this to their students and trainees.

3.4.7. Peer supervision is not accepted for the first 5 years following registration. After this time some peer supervision is acceptable so long as it is supported by ongoing regular supervision with a recognised supervisor.

#### **4. Safeguarding**

Child Psychotherapists and Child Psychotherapeutic Counsellors are required to ensure that they renew their training in Safeguarding every three years.

#### **5. Procedures**

There is a 5 yearly reaccreditation review of all registrants. For details of the reaccreditation procedure please see the CCAP Policy and Procedure for Reaccreditation of UKCP Members on the Child Register.

#### **6. Mitigating Circumstances**

- 6.1 Members who, due to mitigating circumstances, for example, serious illness or death of a member of the immediate family etc., may have difficulties maintaining CPD in the form laid out in the policy and can apply to their OM or to the Chair of College (if a Direct Member) for a variation of the requirements. This must normally be done as soon as the circumstances are evident.
- 6.2 If CPD requirements have not been met the College or OM will make recommendations about the steps, which must be taken, to continue registration.
- 6.3 A Complaints panel may prescribe specific aspects of CPD and the College and, where appropriate, the OM or the Chair of College (if a Direct Member), will have a role in ensuring that these requirements are met.

#### **7. Return to Practice**

There are various circumstances in which a Child Psychotherapist/Child Psychotherapeutic Counsellor may decide or be forced to have a lapse in their registration. Child Psychotherapist/Child Psychotherapeutic Counsellors must not practice during the period they are not registered or have elected to be registered as a non-clinical member of UKCP.

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## **7.1 Following elective lapse of registration**

7.1.1. Short lapses in registration of up to a year can be taken for the following reasons without the need for extra CPD:

- Serious illness or accident
- Parenthood including adoption or fostering
- Illness or death of a close relative
- Temporary unemployment

7.1.2. There are other circumstances in which a Child Psychotherapist/Child Psychotherapeutic Counsellor may elect to be unregistered for up to a year. For example they may take a sabbatical or live outside the UK. Any period during which a practitioner remains registered but does not see any clients is considered to be a sabbatical. In these circumstances they will be required to meet their commitment to CPD but will not be required to have consultation/supervision during the time they are not practicing. Normally the Registrar would expect practitioners intending to discontinue seeing clients for a period of more than 3 months to inform their OM (or College, if they are a Direct Member).

7.1.3. If there is an elective lapse of registration of more than a year Child Psychotherapists/Child Psychotherapeutic Counsellors may be required to reapply for registration. The Chair of College or OM must be notified of any such circumstances as soon as possible.

## **7.2 Following enforced lapse in registration**

The College and (where appropriate) the OM has a responsibility to enforce any decisions made by the nominated complaints process or in relation to a particular individual. This includes requirements for specific CPD activity and, in the event of temporary removal from the register, to ensure that all requirements and conditions are fully met. If these are not met the College will refer the individual back to the relevant complaints panel.

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