

College for Child and Adolescent Psychotherapies (CCAP)

Reaccreditation to the UKCP Child Register

1. Introduction

- 1.1. UKCP has delegated the responsibility for overseeing the reaccreditation process for registrants of the College for Child and Adolescent Psychotherapies (CCAP) to the college and the college's organisational members (OMs). This document sets out the procedure used by CCAP for the reaccreditation of Child Psychotherapists and Child Psychotherapeutic Counsellors who are members of CCAP, and the documentation reviewed by CCAP or CCAP OMs.
- 1.2. All UKCP members who are on the UKCP Child Register are required by UKCP to seek reaccreditation at a minimum of every five years. The primary purpose of reaccreditation is to support and encourage child psychotherapists and child psychotherapeutic counsellors to maintain an appropriate level of expertise and ethical practice when undertaking clinical practice with children and young people, and to review their personal and professional development.
- 1.3. CCAP recognises that some members of CCAP are also members of another college or colleges, either as a direct member or through an OM. The reaccreditation procedure set out in this document is for members of CCAP only and for reaccreditation to the UKCP Child Register.

2. Requirements for Reaccreditation

- 2.1 For reaccreditation, members of CCAP are required to provide documentary evidence of their professional and ethical practice as a child psychotherapist or child psychotherapeutic counsellor including:
 - a. A record of their clinical practice including the average number of clinical hours with children and young people worked per month and details of the nature and context of their clinical work with children or young people.
 - b. A detailed account of supervision arrangements over the previous five years (the reaccreditation period) stating the frequency, number of hours and context of individual, group or peer supervision – see [CCAP Continuing Professional Development \(CPD Policy \(2022\)\)](#) and [CCAP Supervision Document \(2022\)](#).
 - c. A signed report from their clinical supervisor(s).
 - d. A detailed log of all CPD activities over the previous five years (reaccreditation period) and how these experiences have contributed to clinical practice with children and young people. Future personal and professional development needs will be identified together with an indication of how these may be attained.

- e. A reflective account of clinical practice with children and young people undertaken over the previous five years (the reaccreditation period) and how this has evolved with particular reference to the impact of their clinical supervision.
- f. Confirmation of adherence to the relevant codes of ethics and professional practice of UKCP.
- g. Confirmation of adherence to the UKCP Diversity and Equality Policy which recognises the challenge of equality of access. Members must ensure that their practice acknowledges human difference and diversity and that it is carried out in the best interests of the client.
- h. Professional civil liability and indemnity insurance.
- i. Certification of safeguarding training. Safeguarding training needs to be renewed every three years according to the CCAP CPD policy. The safeguarding certificate will therefore need to be dated within three years of the date of application for reaccreditation.
- j. An enhanced DBS certificate (or equivalent) confirming the name and address of the individual, the certificate number and the date of issue.
- k. Members in independent private practice, should also supply copies of their privacy policy, including Data Protection Certificate (ICO); risk assessment for their practice rooms and a health and safety policy.
- l. Details of professional will and clinical executor arrangements where a named individual is qualified to deal with clients in the event of unexpected illness or death.
- m. Declarations regarding any complaints made in the period since last accreditation and details of the outcome or current status and any other issues that may affect clinical practice.

3. Responsibility of UKCP

- 3.1 UKCP's Regulation and Quality Assurance Team (RQAT) manage and administer the UKCP reaccreditation procedure for direct members, including those of CCAP.
 - a. RQAT will send a list of CCAP direct members who are due for reaccreditation to the CCAP chair or the chair of CCAP's Direct Member Reaccreditation Committee (DMRC)
 - b. RQAT will advise direct members when their UKCP reaccreditation is due and will send documentation setting out both UKCP and college specific requirements, a clear timeframe and details of the fee payable. Queries should be directed to dmr@ukcp.org.uk
 - c. Direct members should send their completed documents to dmr@ukcp.org.uk who will acknowledge receipt and forward the documents to the nominated CCAP DMR assessors.
- 3.2 The UKCP Regulation and Quality Assurance Team (RQAT) will produce a list of names of all other individual members who are due to be reaccredited to the UKCP Child Register by a CCAP OM will be sent to the designated person in the CCAP OM.
 - a. The OM will advise its members when they are due for reaccreditation.
 - b. Individual members of CCAP OMs should send completed documents to the relevant contact at their OM.

4. Direct member reaccreditation carried out by CCAP

- 4.1 CCAP will review reaccreditation submissions for direct members of CCAP via a panel of CCAP DMR assessors. Assessors are recruited and appointed by the CCAP DMR Committee or CCAP Assessment Board and will comprise experienced and qualified CCAP members.
- 4.2 The panel of CCAP assessors will assess each application against CCAP's reaccreditation and CPD policies. Where information is omitted or unclear the member will be contacted by RQAT and asked for clarification or further information.
- 4.3 The possible outcomes of the reaccreditation procedure are that the DMR assessors/DMR Committee recommends that:
 - a) the member remains on the UKCP Child Register
 - b) the member remains on the UKCP Child Register, subject to requirements with timescales specified by CCAP assessors to meet the requirements
 - c) the member is removed from the UKCP Child Register.
- 4.4 In the case of b) above, the assessors' report will give details of:
 - a) why they are subject to requirements
 - b) what requirements must be met for the application to be successful and the required timescales

RQAT will advise whether there is a resubmission fee due at the time of resubmission.

Requirements are requested and received by RQAT and passed to assessors as with the regular submissions. Any requirements will be reviewed by assessors appointed by the CCAP DMR Committee or CCAP Assessment Board to ensure requirements were met. CCAP DMR Committee will also keep a record of any requirements set by CCAP DMR assessors to ensure they are met within the specified timescales.

- 4.5 If the assessment panel has concerns relating to a direct member's wellbeing, fitness to practice or professional misconduct, then a referral will be made to the UKCP Registrar.
- 4.6 The outcome of the reaccreditation application will be detailed in a standard DMR registrant reaccreditation feedback form which will be sent to RQAT to issue to the member, and they will advise UKCP membership to update the UKCP database.
- 4.7 An appeals procedure is in place if required. See section 6 below.

5. Reaccreditation carried out by CCAP Organisational Members (OM)

- 5.1 UKCP's membership team annually sends a registration list to OMs of all their UKCP members. This is to confirm individuals' continued membership of the OM, as well as registrants' reaccreditation

dates.

- a) The OM will advise its registrants when they are due for reaccreditation. It is the OM's responsibility to track reaccreditation dates of its UKCP registrants.
- b) Individual members of CCAP OMs should send completed documents to the relevant contact at their OM.

5.2 All CCAP OMs will have:

- a) a clear, documented UKCP/CCAP reaccreditation policy and process
- b) a committee of suitably qualified and experienced members to assess the reaccreditation applications. The committee will follow the reaccreditation procedure recommended in this document.

CCAP can support CCAP OMs in this process if requested.

6. Appeals

6.1 If a member is dissatisfied with a decision regarding reaccreditation, then they may lodge an appeal.

- a) In the case of direct members, the appeal will be sent to RQAT, who will enact the UKCP Direct Member Reaccreditation Appeals Process, managed in conjunction with the college
- b) In the case of individual members of a CCAP OM, the appeal should be made according to the appeals procedure of that OM.

7. Fees for Reaccreditation

7.1 UKCP will set the fees for reaccreditation each year and direct members will be informed of this amount when they receive the UKCP Reaccreditation Pack. Resubmissions will be informed of the resubmission fee when they are notified they are coming due.

7.2 Individual members reaccredited by their OM will be informed of the fees by the OM.

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