

# Code of Practice



## 1. INTRODUCTION

This Code of Practice is designed to be read in conjunction with the Code of Ethics of the Northern Guild for Psychotherapy and Counselling.

In this Code of Practice the term practitioner will be taken to include all practising members of the Northern Guild for Psychotherapy meaning: trainers; supervisors; Northern Guild students; graduates; other supervisees; psychotherapists and counsellors.

Where a particular point applies only to certain roles, this is made explicit in the text.

## 2. TERMS, CONDITIONS AND METHODS OF PRACTICE

- 2.1 Practitioners accurately inform clients, students and supervisees about their training, philosophy, theoretical approach and qualifications.
- 2.2 Practitioners will be explicit regarding business and practical arrangements including length, frequency and venue of the working contract.
- 2.3 Trainers and supervisors will not enter into formal therapeutic relationship with students or supervisees.
- 2.4 Where personal disagreements between supervisor and supervisee cannot be resolved the supervisor should consult their own supervisor and if appropriate offer to refer the supervisee to another supervisor.
- 2.5 Students will be informed as to the nature and requirements of the course including their responsibility for costs and fees by the course administrators.
- 2.6 Where training requirements are changed there will be a reasonable respect for existing arrangements.
- 2.7 Trainers and supervisors of students on the Diploma in Psychotherapeutic Counselling will abide by the British Association for Counselling and Psychotherapy's ethical framework for good practice in Counselling and Psychotherapy.

## 3. CONFIDENTIALITY

- 3.1 All professional members of the Northern Guild will be made aware of the importance of confidentiality and limits of that confidentiality will be agreed contractually.

### 3.2 Clinical

These limits will normally include the following:

- 3.2.1 Where the client gives consent for the confidence to be broken.
- 3.2.2 Where the practitioner is compelled by law.
- 3.2.3 Where the clinical work is discussed in supervision, in which case client identity will be protected.
- 3.2.4. Where the locum has a need to know. This will normally be discussed with the client.
- 3.2.5 Where a referring GP or agency require a report. A copy of the report will be available to the client.
- 3.3 All clients, student, and supervisee records, notes and tapes / recordings will be kept in a secure place including during transportation.
- 3.4 Practitioners will obtain clients' and supervisees written consent for material to be used for case studies, audio recording and / or video.
- 3.5 Training confidentiality is between the student and the training team.
- 3.6 Where client information is used explicitly for the purpose of teaching it will be done with the consent of the client while protecting client anonymity.

## 4. **PROFESSIONAL RELATIONSHIP**

- 4.1 Practitioners will model respectful and appropriate behavior with the general public, members of the Northern Guild and other professionals.
- 4.2 Professional responsibility  
Practitioners are responsible for:
  - 4.2.1 Informing clients, supervisees and students of the Codes of Ethics, Practice and Complaints procedure and making these available on request.
  - 4.2.2 Ensuring that clients, students and supervisees are not exploited, sexually, emotionally or financially.
  - 4.2.3 Holding professional indemnity insurance.
  - 4.2.4 Taking appropriate steps to resolve any conflict of interest.
  - 4.2.5 Providing alternative arrangements in case of their own death, illness or other absence. This will include arrangements with a Psychological Executor who will liaise with clients, manage the disposal of notes, documents and other recorded material while protecting clients anonymity and confidentiality.
  - 4.2.6 Providing a suitable professional environment, taking into account the need for assistance in case of an emergency.

- 4.2.7 Abiding by the Code of Ethics and Practice of other relevant organisations of which they are members.
- 4.2.8 Encouraging and facilitating the self-development of the students/clients and supervisees.
- 4.2.9 Setting and monitoring boundaries in relationships including those between therapy, consultancy, supervision and training explicit to students.
- 4.2.10 When a practitioner is aware that a colleague is in breach of the Codes of Ethics and Practice they will draw their colleagues attention to this

## **5. PRACTITIONER COMPETENCE**

- 5.1 Practitioners will be aware of their own limitations and work appropriately to their level of experience, including making referrals to other professionals as appropriate.
- 5.2 Practitioners will maintain and improve their practice by networking with other practitioners and engaging in continuing professional development.
- 5.3 Practitioners will look after their own physical, psychological and spiritual wellbeing, enabling healthy relationships to be maintained.

## **6. TRAINING**

### **6.1 Clinical practice**

- 6.1.1 The interest of both students and their clients will be considered in establishing clinical placements and guidelines regarding this, will be made available to students.
- 6.1.2 Northern Guild for Psychotherapy students must be in supervision with a supervisor at the Northern Guild.
- 6.1.3 Practitioners are responsible for establishing clear working agreements and indicating the responsibility of students for their own continued learning and self – monitoring.
- 6.1.4 Where students are presenting clinical work outside the Northern Guild for Psychotherapy this needs to have been supervised appropriately.

### **6.2 Assessment**

- 6.2.1 The assessment process will be as open as possible and conducted in accordance with the relevant guidelines.
- 6.2.2 Any appeal must be made in accordance with the Appeals procedure of the Northern Guild for Psychotherapy and Counselling.

6.3 Complaints

In the event of a formal complaint, the Complaints Procedure of the Northern Guild will be followed.

**7. PRACTITIONERS SUPERVISION**

Regular supervision of a frequency agreed with the supervisor and in line with the Northern Guild's guidelines will be used to monitor competency with the emphasis on safeguarding clients, improving practice and obtaining support. It is unethical to practice without a formal supervisory arrangement.

**8. ADVERTISING**

8.1 Practitioners will limit their promotional material to include their name, address, telephone number and details of relevant qualifications, consultation arrangements and a summary of services offered.

8.2 Practitioners will not claim an affiliation with any organisation that falsely or misleadingly implies sponsorship or endorsement by that organisation.

**9. RESEARCH AND PUBLICATION**

9.1 Clarification will be given regarding the nature, purpose and conditions in which clients are to be involved in research or publication.

9.2 Written consent will be obtained before any material is used. However consent is not required when details from several clients have been merged into one synthesized client and no circumstantial detail or names which might identify a client have been given.

9.3 Practitioners undertaking research will satisfy themselves that an appropriate ethical assessment of their proposal has been made.

9.4 Research data will be used accurately and conclusions will be restricted to those compatible with the methodology.

9.5 Sponsorship of any work will be disclosed at the outset.

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