

# Team Counsellor Membership Policy

## Introduction

1. The LIFE-FORCE Counselling Service requires team counsellors to meet the criteria detailed within this policy in order for them to remain on the team.
2. It is important that within the team there is a range of therapeutic approaches and specialist skills so that the Service can meet the needs of a wide range of client issues. This development policy aims to ensure the team undertakes ongoing CPD training that reflects expertise in a wide range of presenting issues.

## Team Counsellor Membership Categories

### a) Senior Team Membership

This status is awarded to Certified Team Counsellors who have been on the team for more than 5 years and have gained individual accreditation either prior to or during this time with BACP, BAPCP or UKCP.

### b) Certified Team Membership

This category applies to Team Counsellors who have not yet achieved individual BACP, BAPCP or UKCP accreditation and reached Senior Team Membership status.

## Continuing Team Counsellor Membership Requirements

**To remain on the team, counsellors are required to:**

1. Adhere to all of the Organisation's Counselling Service policies and procedures as detailed in the latest edition of the Team Counsellor Handbook including any ongoing developments and, in particular, all aspects of the Consultant Counsellor Agreement.
2. Adhere to the BACP Ethical Framework for the Counselling Professions, and as such the Organisation expects counsellors to be committed to the values, embody the ethical principles and aspire to the personal moral qualities, as detailed in this document.
3. Have been engaged in professional practice at the Centre within the last 6 months and be available to maintain a case load of 6 – 30 Service clients per week.
4. Complete annual on-line training in Health & Safety, House Keeping, Recycling & Environmental issues, Risk Management, Data Protection, Equal Opportunities and other arising professional topics
5. Ensure that all paperwork is kept up to date, which includes the return of relevant Referral Forms, Closure Forms, and Risk Assessment Forms when appropriate, to the Office within the specified timeframe and in response to emails requesting outstanding documents.
6. Participate in an Individual Annual Review scheme each year.

## Individual Annual Review

1. Team Counsellor membership monitoring procedures require the Centre Director to conduct individual annual reviews with each counsellor, during a designated month of the year, either on the telephone or by email, followed by the completion of an Individual Review Form.
2. As part of the review, counsellors are required to complete a Team Counsellor Annual Update Form and a Service Evaluation Form by the middle of the designated month, beyond which the Service is unable to make client referrals to the counsellor until the form is complete. This Annual Update form provides evidence and confirmation that the counsellor agrees to:
  - a) Maintain continuing membership of a relevant professional body such as BACP. If a counsellor's professional membership is revoked at any time, then they will not be able to retain membership of the Counselling Team.
  - b) Be listed on a Register of Counsellors & Psychotherapists, such as BACP, UKCP etc., which is approved by the Professional Standards Authority for Health & Social Care.
  - c) Attend a minimum of 1½ hours of supervision per month, with one contracted supervisor who has supervision experience of working with the counsellor's client group be it adults/couples/young person accordingly.
  - d) Understand that additional individual supervision with a different supervisor, co-supervision and group supervision cannot be counted towards this minimum requirement.
  - e) Present their Counselling Service case load to this one designated supervisor who will offer guidance and support to enable them to work within the BACP Ethical Framework at all times

and maintain professional and ethical standards of counselling practice while working as a team member.

- f) Hold current individual professional indemnity and public liability insurance.
- g) Hold a current portable DBS Enhanced Certificate, including Adult/Child Barring List Check(s) as applicable, which is checked by the Office every 3 years.
- h) Hold a ICO Certificate of Registration which is renewed prior to the expiry date.
- i) Hold a current First Aid Certificate which is renewed before expiry. Copies of certificates should be held in counsellor's CPD file.
- j) Hold a current Child Protection Training Certificate, Level 1 or Level 2 according to what is most appropriate for their practice, if working with clients under the age of 18, which is renewed every 3 years and copied to the Office.
- k) Have an individual Client Information Leaflet and Client Therapy Contract and to use these for all Service referrals.
- l) Have a Therapy Assessment Form which is completed for each new referral, during the initial 1-3 assessment sessions, and the consent statement signed by the client.
- m) Complete a minimum of 30 hours of CPD per year which must include at least 10 hours of certificated CPD training, either face-to-face or online, and provide copies of these certificates to the Office each year. The remaining 20 hours of CPD must be according to any of the CPD activities detailed below and should be relevant to the development of the counsellor's professional practice.
  - i) Short CPD Training Courses on Professional Issues
  - ii) Seminars and Conferences
  - iii) Study for relevant Further Qualifications
  - iv) Research for the development of Counselling Practice
  - v) Research for the development and delivery of relevant Training Courses
  - vi) Reading a relevant Therapeutic Topic
  - vii) Watching relevant TV programmes or videos.
- n) Appoint and provide the details of a relative or close friend to be their Contingency Contact Person who would liaise with the Office in the event that they are unable to do so themselves. To have a clear formal arrangement that clarifies the procedures this person would undertake in the unlikely event of the counsellor's serious incapacity or death.

This arrangement must include them having; access to a list of open client contracts and appointment times, client case notes and an agreement in place to safely deliver all this information to the Office, who would manage the safe storage and destruction of these records according to the Data Protection Policy. The Office would also manage the counsellor's case load by contacting the clients, informing them of the situation and referring them to another counsellor upon request.

3. The Service Evaluation Form gives the opportunity for counsellors to provide the Centre Director and Service Support Manager with feedback regarding the Counselling Service as a whole. All feedback is taken seriously, reviewed with the management team and changes made if deemed appropriate.

4. The individual review also includes a recap of any particular aspects of room hire procedures as deemed necessary by either the counsellor or Office.

## **Membership Review**

The Counselling Service Manager monitors the quality of each counsellor's work on a daily basis through their ability to manage their practice in a professional and considerate manner, especially regarding any practice management issues that may arise. To ensure efficient administration it is important that Team Members respond to queries made by the Office within 1 working day. Any counsellor who is regularly unable to meet any documentation deadlines will have their team membership suspended for 28 days, during which time the Office will not be able to refer them any clients. If after this suspension period the counsellor has been unable to provide the required documents, then their team counsellor membership will be terminated, and their registration will be transferred to the status of Independent Practitioner. Furthermore, any counsellor who is unable to work within the policies & procedures of the Organisation will be asked to leave the LIFE-FORCE Counselling Service team.

## Team Membership Sabbatical

Counsellors may take an agreed team membership sabbatical, for personal or health reasons, of up to 6 months from their counselling practise for the Counselling Service. Prior to taking the break the counsellor must inform their clients and complete an ending of 4-6 sessions with each of them. During the sabbatical the counsellor's team profile will be temporarily removed from the LIFE-FORCE Centre website. In order to maintain their team membership status they need to resume counselling practise before the end of the 6 months or alternatively relinquish their place on the team.

## Return to Practise Requirements

Prior to the counsellor resuming their practise the Centre Director conducts a return to practise review with them by email &/or telephone. During this review the Centre Director discusses the counsellor's situation to ascertain whether or not they are ready to resume practise and that this would be mutually beneficial and tenable for both parties. If it is considered tenable then the counsellor needs to meet the following requirements

### The Counsellor Needs to:

1. **Individual Annual Review** – complete the latest version.
2. **Practice Documents** – provide the Office with up to date copies of their BACP Membership, Professional Insurance, DBS, ICO Certificate and if applicable Child Protection Certificate.
3. **Counselling Contract(s)** – if needed, bring these up to date as per the Counselling Service templates.
4. **Therapy Assessment Form(s)** - if needed, bring these up to date as per the Counselling Service templates.
5. **Team Counsellor Hand Book Amendments** – confirm they have read and reviewed any Service developmental changes.
6. **Annual On-line Training Tests** – complete any interim Service training tests.
7. **Diary Management** – attend a short training session with the Counselling Service Manager on how to manage the electronic diary booking system, if considered necessary by any of the Service staff, or they can request this training themselves.
8. **Case Load** – have the capacity to maintain a Service client case load of at least 6 clients per week on an ongoing basis.
9. **Availability** – provide an update regarding the days and times they are available to receive referrals, which must be synchronous with the Centre's rooms available.
10. **Response Time to Contact from Office** – confirm able to do this within 1 working day.
11. **Outstanding Referral Documents** – provide any documents as requested by the Office.
12. **Fitness to Practise Self-Statement Form** – if applicable complete this document.

Once the counsellor has met the above requirements then their team profile will be updated and put back on the LIFE-FORCE Centre website. In such circumstances that the counsellor cannot meet any of the above requirements then they will have to relinquish their place on the counselling team. If they wish they could register as an independent practitioner and hire rooms at the Centre for their own private practice.



## Team Counsellor Annual Update Form 2024

Team Counsellor's Name \_\_\_\_\_ Review Month \_\_\_\_\_

The Team Counsellor should complete the sections below to maintain their team membership.

### Section A: Confirmation of Practice Management Requirements

I qualified in \_\_\_\_\_ & have done approximately \_\_\_\_\_ supervised client hours.

I confirm the following & where applicable will provide copies upon renewal: (Tick or Write N/A)

1. I am continuing to practice within the BACP Ethical Framework for the Counselling Professions, and the LIFE-FORCE Centre policies and procedures detailed in the Team Counsellor Handbook.
2. I hold current membership of BACP or another relevant professional body.
3. I am currently listed on the BACP Register of Counsellors & Psychotherapists, or on another professional register recognised by the Professional Standards Authority, if applicable.
4. I hold current Professional Indemnity & Public Liability Insurance.
5. I hold a current DBS Enhanced Certificate incorporating an Adult &/or Child Barring List Check, as applicable to my practice, which is presented/checked every 3 years.
6. If not already done so I will make my DBS Enhanced Certificate portable at next renewal.
7. I hold a current ICO Registration Document, which is renewed annually.
8. I hold a current First Aid Certificate, which I will renew before expiry.
9. I adhere to H&S, Housekeeping, Smoke-Free and Recycling & Environmental Policy.
10. I implement the Risk Management Policy requirements and procedures.
11. I work with clients under 18 years old and have therefore attended a CPD Child Protection training, Level 1/Level 2 according to what is most appropriate for my practice, within the last 3 years and provided a copy of the certificate.
12. I provide OPT (Online Phone Therapy) if the client's circumstances require this service.
13. I provide all Service clients with my **Client Information Leaflet** and the Office have my latest copy.
14. I have **Therapy Assessment Form(s)**, L-F version(s), and complete one with all adult, child and couple client referrals and as provided by the Office.
15. I use the following documents provided by the Office with all Service client referrals as applicable. 
  - a) **Adult Counselling Contract & Data Protection Agreement**
  - b) **OPT Counselling Contract & Data Protection Agreement**
  - c) **Child & Young Person Counselling Contract & Data Protection Agreement**
  - d) **Couple Counselling Contract & Data Protection Agreement**
16. If my profile or photo needs updating on the website, I will email the information to the Office.
17. If I have a health condition that requires a risk assessment/update I will contact the Office.
18. I have completed and attached a **Counselling Service Evaluation Form**.