



# Return to Work Policy

## Registered Members

This policy applies to all members, working both in the NHS, social care sector, education, independent practice, and voluntary organisations. If you are working in independent practice the guidelines for independent practice should be read, and any requirements met – such as professional indemnity insurance and establishing clinical trustees. Likewise, if you are working within an organisation such as the NHS that has stipulated mandatory training in terms of returning to work, this must also be fulfilled.

This document should be read in conjunction with the CPD guidelines (and Independent Practice guidelines for those in independent practice), as the guidelines for returning to practice are to reassure the public and employers that members who have taken a break from being full members of the ACP still meet the core competencies of a child psychotherapist. It is recognised that in taking a break from full membership, members may have developed other skills in other areas, which may contribute to their practice as a child psychotherapist. Although useful in terms of the member's overall development, please note that members now may not deliver adjunctive therapies under their ACP registration. This document should also be read in the conjunction with the CPD guidelines, which outline the CPD requirements for all full members of the ACP, as well as defining who is exempt from CPD guidelines.

For the purposes of this document, the term 'return to work' is understood as becoming a full member of the ACP for a member who is not currently a full member of the ACP, but has already had a previous period of full membership. It is recognised that some individuals will have continued to work professionally on the basis of other registrations, during the period that they have not been full members of the ACP. However, they would still need to follow these guidelines should they wish to become full members of the ACP again.

### 0- 2 years

If you are a non-working member and have not practiced within last 0- 2 years, you can return to being a full member without any additional CPD.

You must provide:

- details of your clinical supervisor and supervision arrangements
- confirm the date of last DBS certificate or AccessNI or PVG
- confirm completion date of child & adolescent safeguarding level 3 training
- confirm professional indemnity insurance, *if working in independent practice*
- confirm the names of clinical trustees, *if working in independent practice*

### 2 -5 years

If you are a non-working member and have been out of practice between 2 -5 years, you can transition to being a full member again, with some additional CPD requirements. You would also need to complete a 'Return to Work' form.

We would advise that you undertake a supervised case within the first year of registration. This supervised case should be supervised by an ACP supervisor or supervising associate. The supervision should last for approximately 6 months on a fortnightly basis. There may be an additional cost to this, if your NHS supervisor, or other workplace supervisor is unable to facilitate this.

If this is not possible, during your first year of re-registering as a full member, you will need to complete the CPD requirements, which are 30 hours per year, plus an additional 30 hours of CPD. This may be from any of the CPD activities that are listed on the CPD document, and may be something that the member has done during their career break – e.g., written a clinical paper, or carrying out a role for the ACP, or reading journals etc.

However, we would remind members that any further training they have done on a career break in any adjunct therapies will not count as CPD for the purposes of the ACP, unless it relates to the core competencies document.

We would suggest that decisions about which CPD to undertake are discussed with the members' supervisor and made with the core competencies document in mind.

***You would also need to confirm:***

- details of your clinical supervisor and supervision arrangements
- confirm the date of last DBS certificate or AccessNI or PVG
- confirm completion date of child & adolescent safeguarding level 3 training
- confirm professional indemnity insurance, *if working in independent practice*
- confirm the names of clinical trustees, *if working in independent practice*
- a completed 'return to work' form

The exception to these requirements is that if you qualified within the last three years and have not practiced, you would not need to complete additional CPD. This reflects the amount of supervision trainees have undertaken.

### **More than 5 years**

If you are a non-working member that has been out of practice for more than 5 years, you would need a return-to-work interview with a member of the Professional Standards Committee. In this interview there would be a brief exploration of what you had done during the break, which role you were returning to, and an exploration of any further CPD requirements. It is likely that you may be asked to undertake up to 30 hours of additional CPD in your first year of returning to practice.

It is also likely that you would need to undertake a supervised case with an ACP approved supervisor in your first year of work. This would be for a minimum of six months, and supervision sessions should take place fortnightly.

## **Non-Registered Members**

If you are a non-registered member, regardless of the length of break you would need to pay the re-registration fee to re-register with the ACP and complete the re-registration form. You would need to provide details of your identity and proof of qualification at an ACP training school. You would also need to confirm your clinical supervisor, which would need to be an ACP approved supervisor and confirm your DBS has been checked, and safeguarding training has been completed within the last three years.

In terms of the CPD requirements, you would need to fulfil the same requirements as non-working members who have transitioned to becoming full members again, depending on your length of break from the ACP. For example, if you left the ACP less than two years ago, you can follow the requirements for non-working members of 0 – 2 years. However, members should bear in mind the total time of absence from full membership to establish which guidelines they should follow. For example, if you became a non-working member for 2 years and then left the ACP for 4 years – you would need to meet the requirements for the over five-year break as you have not been a full member for 6 years.

If there are any concerns about this process please contact the ACP for further guidance.

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