



The Association of Child Psychotherapists

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ASSOCIATION OF CHILD PSYCHOTHERAPISTS Ltd

RULES

(incorporating amendments made in June 2017 to reflect the ACP's change from an unincorporated association to a private company limited by guarantee)

NAME AND OBJECTS

1. The Association shall be called the Association of Child Psychotherapists (ACP). The ACP is the trading name of the Association of Child Psychotherapists Ltd, Company Number 9747239.
2. The Association's Membership shall be a body of people qualified (or in training) to engage professionally in the assessment and psychotherapeutic treatment of children, adolescents, young people and their parents, based upon psychoanalytical principles and techniques along with those so qualified that have retired from practice and those in training.
3. The Association's objects shall be: -
 - 3.1 To raise, maintain and regulate professional standards in relation to child psychotherapy in the UK.
 - 3.2 To contribute towards the general progress of child psychotherapy by affording opportunities for the sharing of ideas and experiences and facilitating research.
 - 3.3 To represent the professional interests of child and adolescent psychotherapists with other organisations.
 - 3.4 To improve the technical and professional knowledge of its members and to inform others in respect of child psychotherapy by the arrangement of meetings, lectures and discussions and the interchange of information and opinion.
 - 3.5 To set standards for the training of child and adolescent psychotherapists and to accredit and approve training schools.

- 3.6 To keep a register of those persons whom the Association has recognised as qualified child and adolescent psychoanalytic psychotherapists and the publicly accessible register (or set of registers) described at Rule 11 and accredited by the Professional Standards Authority (PSA).
- 3.7 To pay out of the funds of the Association all expenses of and incidental to the formation, running and incorporation of the Association.

MEMBERSHIP

4. The Association shall have the following categories of Members:

- 4.1 **Trainee Members.** Trainees in ACP accredited training schools, who carry out clinical work within the NHS, third sector or other public sector, but not in private practice, under the supervision of an appropriately qualified ACP approved Child and Adolescent Psychoanalytic Psychotherapist.
- 4.2 **Full Members.** Members who have successfully completed a training course at an ACP accredited Training School and who are working as child and adolescent psychotherapists. Full members are required to provide a yearly return detailing relevant Continuing Professional Development (CPD) activities which must duly be authorised by an ACP approved supervisor to confirm that they are fit to practise.
- 4.3 **Retired/Not Working Members.** Qualified and trainee members of the ACP who have retired from all clinical practice or who are not currently working for personal reasons, eg maternity leave.
- 4.4 **Honoured Members.** Qualified members of distinction who have contributed to the ACP and the advancement of child and adolescent psychotherapy, who have been invited by the ACP to be recognised in this way. Although registration fees are waived, if an honoured member is still in practice then he or she will be required to submit annual CPD returns in the same way as full members.
- 4.5 **Overseas Members.** Members of the Association who have qualified from an ACP-UK Accredited training school but who reside and work overseas. It is expected that they will organise their own CPD activities in the country in which they practise and will follow that country's guidelines for professional registration and regulation. The ACP is not responsible for regulation of practice outside the UK.
- 4.6 The Association is also giving consideration to a further category of membership as follows: **Associates/Friends.** These are **not** qualified members of the Association of Child Psychotherapists but they have been approved as friends or associates because of their interest in child psychoanalytic psychotherapy or because they have undertaken training in a related field (eg as parent-infant psychotherapists or one of the ACP approved pre-clinical trainings). Their names are not published in the

register of those qualified to practise. There will be specific rules governing their link to the organisation and will not be allowed to advertise themselves as ACP practitioners.

5. Subject to the provisions of Rule 6, full membership shall also be open to:
 - 5.1 Persons who shall have completed successfully a course of training in child psychotherapy approved by the Association's Training Council and Board;
 - 5.2 Persons wishing to reside and practise in the UK who have completed a training course in psychoanalytic child psychotherapy overseas and who have complied with such additional requirements as the Professional Standards Committee may prescribe to bring their overseas training experience in line with the training requirements of the ACP as specified by Training Council.
6. If a member who has been expelled from membership of the Association applies for restoration of membership, the procedure for restoration set out in the Disciplinary Procedure will be followed. The Director of Professional Standards would make final adjudication in this regard.
7. Subject to the exclusions applicable to Overseas Members (Point 4.5), all Members shall abide by the Association's:
 - (i) Rules;
 - (ii) Disciplinary Procedure;
 - (iii) Serious Impairment to Fitness to Practise Procedure; and
 - (iv) Code of Professional Conduct and Ethics;

from time to time in force. A breach of the Rules or Code of Professional Conduct and Ethics of the Association which was committed while an individual was a Member may give rise to a disciplinary action after the cessation of membership of the Association.
8. All Members of the Association in private practice as child psychotherapists (which is understood as meaning practice outside a formal contract of employment with a Public Service employer) must be insured against claims for malpractice and public liability. For all members in private practice in the UK, the ACP requires that they acquire a professional indemnity and public liability cover on an annual basis.
9. The privileges of Membership shall not be transferable and a Member shall cease to be a Member if:
 - (i) the member dies;

- (ii) by notice in writing to the Registrar/Director of Professional Standards the member resigns his/her membership, provided that such resignation shall not affect the member's liability for any subscription which may be due under Rule 14 at the time of resignation;
 - (iii) a member is expelled from membership in accordance with the provisions of the Disciplinary Procedure;
 - (iv) the member becomes of unsound mind;
 - (v) after having been given 62 days written notice by the Registrar and Director of Professional Standards that the member's subscription has fallen due under Rule 14, it remains unpaid; or
 - (vi) after having been given 90 days written notice (which could include email) by the Registrar and Director of Professional Standards the member has not complied with the Association's current continuing professional development requirements applicable to their class of membership, they remain in breach of those requirements and have not provided within the notice period a good reason for the breach and a plan to rectify it which the Director of Professional Standards or the Professional Standards Committee to which the Registrar/Director's functions in this regard have been delegated, considers acceptable. It is a member's responsibility to ensure that their contact details are always kept up to date.
10. No former member shall describe or otherwise represent themselves as being a current Association member in any of the circumstances described in Rule 9 (ii) to (vi) above unless their membership is reinstated by the Association either under the Disciplinary Procedure or otherwise by the Professional Standards Committee of the Association.
11. Subject to Rule 12, the Association shall maintain a publicly accessible register (or set of registers) enabling those who consult it to identify:
- (i) who falls into each category of membership;
 - (ii) all members who, within the last 18 months, have been the subject of a finding under the Disciplinary Procedure of a breach of the Code of Professional Conduct and Ethics;
 - (iii) members who are currently suspended from practice for disciplinary reasons and those who were suspended within the last six months;

- (iv) members whose practice is currently subject to conditions for disciplinary reasons and the nature of any conditions;
- (v) former members who have been expelled for disciplinary reasons since 15 September 2014;
- vi) members who are suspended for non-disciplinary reasons, or whose practice is subject to conditions for those reasons and the nature of any conditions;

and in the case of (ii), (iii), (iv), (v) and (vi), the information on or available via the register or registers shall include the gist of the reasons for the finding, suspension, conditions or expulsion as applicable. In the case of (ii), (iii), (iv) and (v) the information on or available via the register or registers shall also include the gist of the allegation made against the member or former member that resulted in disciplinary action. The ACP is a signatory of the information sharing protocol of PSA accredited registers, so names of expelled members will be shared with those other PSA registers.

12. The publicly accessible register or registers shall not include:

- (i) any information that could lead to a patient or a family member of a patient being identified; or
- (ii) information about former members who have been expelled for disciplinary reasons before 15 September 2014.

13. The Association's duties under Rules 11 and 12 to maintain a publicly accessible register or registers shall not affect the power it has to inform third parties of suspensions, conditions, expulsions and any other cessations of membership and the reasons for them to the extent necessary to fulfil its objects set out at Rule 3 and in the Accredited Registers Alert system.

SUBSCRIPTION

14. The subscription of the Members shall be payable annually in accordance with such scale or scales and at such time or times as may be fixed from time to time by the Board of Directors in consultation with the Operations and Liaison Committee.

GENERAL MEETINGS

15. Annual General Meetings shall be held at intervals of not less than nine or more than fifteen months at such time and place as the Board of Directors may determine.

16. An Extraordinary General Meeting may be summoned at the written request of any twenty Members of the Association.
17. An Extraordinary General Meeting may be summoned at any time by the Board of Directors or by the Chair of the Association.
18. The Secretary or Operations Manager shall send to all Members of the Association entitled to receive the same, notices of every General Meeting at least twenty-one clear days beforehand, including notice of the wording of resolutions to be put to the meeting and the general nature of any other special business to be transacted at the meeting. The accidental omission, or failure to give any such notice to a member; or the non-receipt of a notice by any member, shall not invalidate the proceedings of the meeting.

PROCEEDINGS AT GENERAL MEETINGS

21. A quorum at a General Meeting shall consist of 20 Members. If there be no quorum, the Members attending shall have power to transact business subject to the approval of absent members to whom the resolutions adopted shall be forwarded.
20. The business of the Annual General Meeting shall be:
 - 20.1 to inform members of the overall status of the ACP,
 - 20.2 to receive and formally approve reports from the committee for each directorate and others as required,
 - 20.3 to receive and formally approve the treasurer's report and the annual accounts with income, expenditure and balance sheet
 - 20.4 to hold elections for representatives on the five main committees of the Association and of child and adolescent psychotherapists to non-executive positions on the Board.
 - 20.5 to allow members the opportunity to ask questions of the Board and make representation to the Board about the direction that the ACP has taken over the last year and is planning to take in the future
 - 20.6 to allow members to take a vote on resolutions proposed by the Board or themselves, to include a vote of no confidence in the Board or individuals in it, if requested

21. Legal decisions on protecting the public and governance of the organisation will be the responsibility of the Board. These will not be part of general meetings.
22. Resolutions submitted to a meeting shall be decided by a show of hands, unless a secret ballot be requested by a Member and agreed by the Board.
23. Every Member of the Association shall be entitled to receive notice of General Meetings and to attend and vote thereat. Every such member shall have one vote which must be exercised personally except in the case of election of non-executive child psychotherapist directors, and members of the committees and Training Council, which votes may be by post or by proxy, the latter being duly authorised in writing. In case of an equality of votes, whether on a show of hands or on a ballot, the Chair shall have a casting vote.
24. Votes may be held on resolutions proposed without the notice required by Rule 18, but such resolutions shall not be binding as decisions or policies of the Association, and they shall be remitted to the Board of Directors for consideration.
25. Amendments may be put forward at meetings. The Chair of the meeting shall decide, having consulted those Members present before a proposed amendment is discussed, whether it constitutes a new resolution which is subject to Rule 23 and 24
26. Non-members of the Association may, if invited, attend any General Meeting of the Association and may take part in the proceedings but shall not vote.

THE BOARD OF DIRECTORS

27. The Board of Directors is the body of elected and appointed directors, which oversees the activities of the association and has powers, duties and responsibilities to set and uphold the standards of the organisation, to oversee the budget and to set the strategic direction for the Association.
28. All directors of the Association shall be registered with Companies House; the Chair and the Director of Professional Standards will have overall responsibility for signing documentation required by Companies House to ensure the ACP's ongoing registration.
29. The Directors of the Association shall consist of **Executive Directors** and **Non-Executive Directors**, as follows:
 - 29.1 The Executive Directors will include the Chair, Director of Professional Standards and Registrar, Director of Training, Director of Scientific Development, Director of Media and Communications and Treasurer, all of

whom shall be appointed by the Board and approved at the Annual General Meeting by Members of the Association.

- 29.2 The Executive Directors shall be a minimum of five and not more than eight in number.
- 29.3 The Non-Executive Directors will be lay people or child psychotherapists who will serve on the Board for a period of two to four years.
- 29.4 Lay Non-Executive Directors will be appointed by the Board following an application and interview process.
- 29.5 Child Psychotherapist Non-Executive Directors will be subject to approval by the membership at the Annual General Meeting. Each must be proposed and seconded by members of the Association and must submit a CV and covering letter prior to being shortlisted by the Board and thereafter put forward for a vote of the membership.
- 29.6 Lay Non-Executive Directors shall be a minimum of two and not more than four in number.
- 29.7 Child Psychotherapist Non-Executive Directors shall be a minimum of two and not more than four in number.
- 29.8 At any given time, each directorate may have a co-opted deputy director, appointed by the Board, to provide support for the director or to learn about the role in order to be considered for the role of director at a future date.
- 29.9 The Secretary to the Board of Directors will be the Operations Manager or a member of the ACP appointed by the Board, subject to the approval of members at the Annual General Meeting.
30. The Executive Directors are child psychotherapists who agree to take on an executive function and responsibility for the operation of a designated part of the ACP. They will be appointed by the Board, following a process of application and interview, and then nominated for approval to the membership. Where there are two candidates of equal calibre the Board will make the final decision.
31. Where there is no suitable child psychotherapist candidate for an executive director role, the Board has the power to appoint a lay person of appropriate calibre to the role, subject to a vote of the membership.
32. The term of office for each director, including the Chair, shall be a minimum of two years and a maximum of four years.

33. One half of the members of the Board shall form a quorum.
34. If there is no quorum, the members attending shall have power to transact business subject to the approval of absent members, to whom the resolutions adopted shall be forwarded.
35. The Board shall have the right to draw on such monies as are received by the Association in order to further the objects of the Association.
36. The Board shall have power to co-opt from those persons eligible for election to the Board not more than two Members of the Association to be members of the Board.
37. Any casual vacancy occurring among the Directors or other members of the Board may be filled by the Board from members of the Association, provided that any member chosen shall hold office only until the next Annual General Meeting.
38. The Board may appoint committees and sub-groups on which may be co-opted members and non-members of the Association to consider special aspects of its work.

ACCOUNTS

39. The Accounts of the Association shall be audited annually by an auditor or auditors who shall be appointed by the Board.

MINUTES

40. Proper Minutes of all meetings of the Association and of its committees shall be kept and stored by the Operations Manager. The Minutes of any meeting, if purporting to be approved by the committee and the chair of such meeting or by the chair of the succeeding meeting, shall be receivable as prima facie evidence of the matters stated in such minutes. A summary of those minutes will be available to members on the members' area of the website. A summary of the minutes of the Board shall be available on the public area of the website.

ANNUAL REPORTS

41. Each directorate of the Board shall provide an annual report describing its activity during the preceding year and this will be made available to the membership on the website 21 days before the annual general meeting.

42. The Chair's Report summarising the activities of the Board and the ACP in the preceding year shall be presented at the Annual General Meeting for the members' approval.

DIRECTORATES

43. The Association has two main functions, one to protect the public and the second to promote the profession and psychoanalytic work with children. The execution of the function of protecting the public is distinct from the execution of the function of promoting the profession. In order to fulfil these functions it will have five directorates, two primarily responsible for protecting the public (Professional Standards and Training) and three with the primary responsibility of promoting the profession (Scientific Development, Operations and Liaison and Media and Communications). Each directorate will be led by an executive director and each will have its own committee.
44. The committees of the Association are as follows: Professional Standards; Training Council; Scientific Development Committee: Operations/Liaison Committee and Communications and Media Committee. Each committee may appoint sub groups or working groups to oversee particular work of the Association. The leads of any working groups will have responsibility to liaise with the director and ensure its reports are included in the overall committee report.
45. Each committee/directorate has its own terms of reference and descriptors for the roles and responsibilities of its members. These are published in the governance area of the website.

BRANCHES AND SECTIONS

46. The Board may make rules providing for the formation of:
- (i) local branches in any part of the United Kingdom,
 - (ii) sections of the Association, each section being concerned with special aspects of child and adolescent psychoanalytic psychotherapy

RULE CHANGES

47. Changes to the Rules must be discussed in full by the Board and then proposed changes published for members' comments before a final vote at the Board is taken.

48. Amendments to the Disciplinary Procedure, Serious Impairment to Fitness to Practise Procedure and Code of Professional Conduct and Ethics may be proposed by the Ethical Standards Group through the Professional Standards Committee to the Board as and when needed and may be adopted and used prospectively, subject to the agreement of the Board.

Approved at the Annual General Meeting – June 2017