A Summary of the Annual PTUK Report 2019 by the Chair of BCTIWC Lorna Lewis

1. **Executive Summary**

The Executive Board of PTUK have kept BCTIWC updated regularly, indeed they have been in almost daily contact with the Chair of BCTIWC both weekdays and weekends sending regular updates about very varied aspects of their daily work and aspirations and thoughts for the future. Their emails are received on a variety of topics that might be potential areas of interest or difficulties.

1 **Registrant matters**

1.1 Registrant registration /Registrant removal

Chair visited the office of PTUK on 21.11.18, to conduct the annual audit using a random sample of 5% of the registrants. Chair confirms that all of the registrants checked were correctly and clearly documented.

1.2 Registrant revalidation

 On 21.11.18 Chair could see that there were 2,364 registrants on the register. PTUK have set up subsidised training days to enable registrants to learn how to use the Record Management system to its full potential.

In August 2018 Chair attended a record management training day and found it very interesting and useful to learn about the program and to see how it can be used by therapists to record the vital data needed for registration each year, to record the information from each therapy session, for their records of supervision and CPD and to aid their work and business in so many ways.

2 **Complaints**

2.1 Complaints against registrants

Chair of BCTIWC has been sent email correspondence promptly when a complaint has been made and updated. Three complaints have been received against registrants since the last BCTIWC Annual Report. None involved harm to a child and all were resolved at the mediation stage.

2.2 PTUK’s Ethical Framework Principle of Fidelity (Confidentiality) Policy

(Redacted)

2.3 Complaints against accredited training providers

(Redacted)

**3 Competency framework - the basis of the register: standards, grades/titles, training and quality assurance**

3.1 PTUK Competency framework – new standards

None

3.2 PTUK Competency framework – revision of existing standards

None

 3.3 PTUK grades/titles

None

3.4 Training and Quality Assurance

“Counselling Children and Young People using the Creative Arts, Advanced Diploma” is APAC's new course. The title was approved by the PSA in January 2017. The feedback the Chair received from Course participants was very positive.

4 **Security and Confidentiality**

4.1 Security of systems

4.2 Security of procedures

4.3 Security of premises

4.4 Security of personnel

4.5 Security of data / data protection

Chair has examined these areas. The systems and procedures have not changed since the findings for the last report and all appears to be working well. There have not been any breaches during this period.

**5 Communications**

5.1 Communications – registrants

Much of the communication for registrants is on the PTUK website part of which is openly accessible to anyone and part of it is only accessible to PTUK registrants who have a password to access the Learning Management System. Also used for communication is the Journal of the International and UK Societies of Play and Creative Arts Therapy entitled “Play for Life” and the PTUK’s “International Journal of Play and Creative Arts Therapies Research , which Chair regularly received.

Other methods of communications are the monthly newsletter sent electronically to all registrants to keep them up to date with currently important professional issues and information which Chair receives.

Chair has also received the 2019 Conference Brochure. The details about the Conference are explained and the benefits of attending (i.e. the chance to obtain CPD hours) and listening to a world renowned speaker without it appearing to be a “hard sell.” Over the year Chair has seen many marketing items sent to registrants. They were informative and clear and there was no conflict of interest.

5.2 Communications – prof. organisations

CE PTUK has advised that contact is made every three months with the Chair of BAPT. Two senior members of both organisations have attended each other’s annual conferences.

Also PTUK are working towards collaboration with The Birmingham Centre for Arts Therapies.  Informal conversations are also being held with members of the Accredited Registers Collaborative Group.

5.3 Communications – public

PTUK ‘s communications with the public mainly consists of enquiries in relation to finding a play therapist and they are referred to the register.

5.4 Communications – marketing public (advertising)

Chair has seen many examples of advertising for marketing purposes, both in publications and prior to publication. Chair believes that the wording and suggestions given were appropriate and thought-stimulating and could not see anything that would offend the public interest. Its use was appropriate for the intended market.

In November 2018 Chair was sent the proof of a new advertisement about Play Therapy careers appearing in the publication 'Worcestershire Now'.

Chair thought the advertisement was effective with the emphasis on a career for the play therapist

5.6 Communications – other

(Redacted)

5.7 Public consultations

PTUK Executive Board are investigating an opportunity to influence national Government policy for the support of children's mental health. PTUK has joined the “All Party Parliamentary Group (APPG) on a Fit and Healthy Childhood” together with BCTIWC. Registrar and CE PTUK and Council members have attended APPG meetings at the Houses of Parliament. Registrar spoke at the APPG meeting on “Hopes and Prospects for Children’s Mental Health Services” on November 14. Three members of BCTIWC also attended.

CE PTUK and Registrar have contributed to reports entitled, “Mental Health in Childhood” published June 2018 and “The Role of Marketing in Promoting a Fit and Healthy Childhood” which is at final draft stage. Chair of BCTIWC was informed at the outset of this initiative and has been sent all the relevant documentation and was invited to make contributions to these reports and the APPG meetings.

PTUK are sponsoring the production of a new report, that is being compiled for  “APPG on a Fit and Healthy Childhood” entitled “The Role Of Practice-Based Evidence in Promoting Child Health And Well-being” and are contributing to this report, BCTIWC also made a small contribution.

**6 Policies**

6.1 Policy revisions/updating

Registrar revised the Placement Scheme from The Trainee Placement Policies and Standards to give trainees greater protection for their future work. This was circulated to Council members before 5.11.18 BCTIWC meeting. Council agreed with Registrar that this document should be revised.

Apart from the above, the Risk Management Review which the PSA asked PTUK/BCTIWC to review has taken precedence over other Policy reviews and has been the focus of 8 months of collaborative work.

**Risk Management Review**

The joint work on this started at the end of April 2018 after the PSA had identified the need for BCTIWC to work with PTUK on assessing risks, recommendations and concerns of BCTIWC were integrated into the document to be presented to the PSA.

**7 Financial**

It is not the Council’s responsibility to audit or advise upon PTUK’s financial management but to comment on any aspects that that might be seen as a conflict of interest or reduce protection of the public.

7.1 Financial – budgets

Chair was sent the unaudited financial statements for the year ending 31 December 2017 for filing with the registrar. It showed a healthy financial position.

7.2 Financial – cash position

The cash position appeared healthy and suitable for working purposes.

7.3 Financial – profit and re-investment

Chair believes the healthy financial position will allow for the continued re-investment in PTUK that is needed for the future plans and ambitions of the organisation. These are well documented on the web-site and there appears to be no financial reason why they should not be realised.

**8 Human relations**

8.1 Staffing PTUK Head Office

Chair believes the office staff of PTUK Head Office perform their duties well and that registrants are well supported in their work by the office staff.

8.2 Accredited Training Provider Staffing – Course Directors

Chair had been invited to the half yearly Course Director’s Meeting in the context of monitoring any conflict of interests and the implementation of PTUK standards. This was held in June 2018 after the 2018 Conference Day final session ended. It was well attended by the many Course Directors (CDs) some of whom live overseas. It was led by The CE of APAC. This was a very business-like and practical meeting. There were no conflicts of interest nor issues with PTUK standards.

8.3 Staff – succession plan

BCTIWC Chair has been informed of details of the succession plan. It ensures that the work of PTUK will continue smoothly when JT and MJ retire. The Executive Board have informed Chair of jobs/tasks they are delegating as members of staff are recruited and tasks/ jobs are allocated according to staff competencies.

Chair would like to see PTUK Executive Board continue to delegate their responsibilities to the parties in the succession plan, to make the transition, whenever it happens, as seamless as possible.

9 Corporate governance

No changes

* 1. Constitution – changes

No changes

* 1. Shareholdings and dividends

No changes – no dividends paid.

* 1. Consultations with members

None

**10. Miscellaneous activities undertaken by BCTIWC**

10.1 Play Therapy Conference "Keep In Touch”

The Beaumont Estate, Old Windsor, Near London, Berkshire on 9th June 2018

Chair and Deputy Chair attended the Play Therapy Conference 2018 entitled "Keep In Touch”

Dr. Janet Courtney spoke about the practice-based application of touch and Professor Francis McGlone presented the latest neurobiological evidence that explained the importance of the use of touch.   Later in the day there was a choice of 8 workshops.

The venue was well chosen and suited the conference offering a tranquil setting that was easily reached from all parts of Britain and within easy reach of all the London airports. It was particularly interesting to see the number of therapists attending from overseas. CE PTUK and Registrar had invited BAPT’s Chair and the deputy Chair.

PTUK's  21st Anniversary Conference is on 15th June 2019 at The Staverton Estate, Daventry, Northamptonshire. entitled “The Social Mind- Evolution and Development.”

The Keynote Speaker Professor Louis Cozolino is a leading authority and world renowned for his work on "The Social Mind" and on the “Social Brain” and his books will be familiar to therapists in many organisations. Chair will be attending this conference.

10.2 Chair attended the PSA Accredited Registers Conference on 29 June 2018.

Chair thought that the presentations by the Accredited Register team gave a valuable insight into the work and ethos of the PSA.

1. **Conclusions, recommendations and outcomes**

11.1 The level of communication has increased since the last report, with Chair being on the circulation list for the quarterly magazine “Play for Life”, PTUK’s “International Journal Of Play and Creative Arts Therapies Research”, the “Good to Know” emails for registrants and has received many personal emails from Registrar and CE PTUK. Throughout the year PTUK have kept Chair fully informed.

11.2 The Risk Management Review document was the result of a successful collaboration between PTUK and BCTIWC members.

11.3 Chair has been sent details of complaints as they have been raised and has been kept informed throughout the process and been able to make suggestions and comments.

11.4 Last year Chair suggested that Record management Courses should be run to help registrants use the new version. PTUK are running these courses successfully at a subsidised cost.

11.5 Chair has been informed about the procedures that have been put in place for the eventual retirement of the CEO of PTUK and some delegation of responsibilities has occurred. Chair hopes this process will continue with more delegation of tasks from the Executive Board for a smoother transition.

11.6 BCTIWC was informed about and invited to join the All Party Parliamentary Group on a Fit and Healthy Childhood at the outset of PTUK’s involvement.

11.7 Chair has been notified of developments as they occurred and there has been effective liaison between BCTIWC and PTUK regarding attending meetings and submitting material.