A Summary of the Annual PTUK Report 2020 by the Chair of BCTIWC Lorna Lewis

1. **Executive Summary**

The Executive Board of PTUK (MJ/JT) have kept the Chair of BCTIWC informed and updated about any complaints and problems that occur with registrants and their practices, or serious issues with training or in the PTUK office. Emails are regularly received on a variety of topics that might be potential areas of interest or difficulties.Whenever we meet, Chair is kept informed of developments.

* 1. **Registrant registration /Registrant removal**

Chair visited the office of PTUK on 13.02.20, to conduct the annual audit using a random sample of 20 registrants, choosing to first look at registrants in Manchester and checked 8 records. Next choosing to look at registrants in Kent and 12 records were checked. Chair confirms that all 20 registrants were correctly and clearly documented. For all 20 registrants the certificates listed matched the qualifications and all was in order with their revalidation dates and details. The titles agreed with those on the register. One former registrant who needed to be taken off the register was satisfactorily checked to ensure that he was no longer included in the register. Chair was informed about the circumstances surrounding the need to take this person off the register.

Four of the chosen registrants had their own websites so they were checked and they all had the PTUK logo and three out of the four websites also used the PSA logo correctly. Chair thought that the websites were clear and helpful for clients.

**1.2 Registrant revalidation**

Chair was pleased to note that this year two thirds of registrants had sent in their renewals by February 1st 2020 which is a much larger number than previously, which is a welcome improvement. For PTUK and PTI registrants it is mandatory to use the digital play therapy records management system supplied to each registrant by PTUK free of charge.

The new, very sophisticated card printing machine was unfortunately not ready for use until later in February due to supplier’s problems so there was a slight delay in sending out the cards. Chair thought it was good to see how sending out cards was prioritised once the machine was available and that urgency was given to getting these identity membership cards to registrants.

1. **Complaints**

**2.1 Complaints against registrants**

Chair was informed about 2 complaints that were made in 2019. As Chair of BCTIWC, I considered that the response of PTUK was appropriate and proportionate, because no harm or damage was done to the child.

PTUK CEO’s sought the opinion of BCTIWC at the February 2020 meeting for the sanctions to be imposed after a trainee had reported an incident that potentially could have led to a data breach but fortunately did not.

1. **Information Technology Update**

**3.1 Record Management Systems**

In February 2020 PTUK introduced a cloud based record management system for registrants. This is a development from the previous one and has received a lot of positive feedback with suggestions from registrants. The directors of PTUK are hoping that the majority of registrants will use this and were pleased to record that already one third of registrants had applied to use the new system by late Spring 2020. MJ/JT believe it will prove to be easy for registrants to use and that the change-over should be relatively trouble free.

Chair believes that the advantages of the new system will become apparent to registrants very quickly after starting to use it.

Chair was pleased to learn that those registrants who continue to use the much older Excel technology for their data will still be able to do so, MJ said that there were only around 20 registrants using this method and they tended to be registrants who had trained in the early days of PTUK and were probably not wanting to spend time to learn more up to date technology. However they were experienced and valued play therapists. The use of Word is no longer possible for data returns.

1. **Security and Confidentiality**
   1. **Data Protection Policy update**

Although the new system is cloud based every effort has been made to ensure its security of access and compliance with all data protection laws.

Also updated is the model Data Protection Policy for registrants for their use if the schools/organisations Data Protection Policy is not adequate. There are guidance notes on how to amend the template for their own use.

Chair believes that PTUK has been very diligent in ensuring that it is up to date with this new technology and the changing needs of registrants. The Data Protection Policy update was circulated to BCTIWC members before the meeting and was discussed and approved at the February 2020 Council meeting.

**4.2 Security of premises**

Chair chose to look into the security of the PTUK office building, and how paper records are kept.

Chair asked about electrical issues as the computer system is essential to the smooth running of the business.

Chair could see that the Office Manager and staff take security very seriously. CCTV equipment is installed and there is a security company looking after the building evenings and weekends. The building is also alarmed and this is serviced regularly.

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1. **Human Relations**

Chair is kept informed about staffing at Head Office.

1. **Communications**

**6.1 Communications – registrants**

Chair is on the mailing list to receive information that is sent to PTUK registrants. Chair receives “The Good to Know” newsletters by email, the Journal of the International and UK Societies of Play and Creative Arts Therapy entitled “Play for Life,” and PTUK’s “International Journal of Play and Creative Arts Therapies Research”.

Chair has received the 2020 Conference Brochure and is intending to attend. The details about the Conference are explained and the benefits of attending (i.e. the chance to obtain CPD hours) and listening to a renowned speaker.

Chair and BCTIWC members have been kept informed about JT/MJ’s thoughts about the annual conferences and the issues surrounding it. It was noted by BCTIWC members that approximately one seventh of the membership of PTUK attends which is very positive for attendance for a professional organisation’s event.

**6.2 Public consultations**

PTUK Executive Board continue to investigate an opportunity to influence national Government policy for the support of children's mental health. PTUK and BCTIWC have continued their membership of the “All Party Parliamentary Group (APPG) on a Fit and Healthy Childhood.” Chair attended the launch reception of the report, for  the “APPG on a Fit and Healthy Childhood” entitled “The Role Of Practice-Based Evidence in Promoting Child Health And Well-being” at The House of Commons, on Wednesday 30 January 2019.

The Child Mental Health Charter was launched on 11th March 2019. Since its launch PTUK has continued to work on publicising the Child Mental Health Charter with the assistance of an appointed political advisor. Chair and BCTIWC have been kept informed of developments. There is a lunch for relevant MPS at the House of Commons in April 2020 to continue raising the profile of this work that will be attended by PTUK directors and BCTIWC Chair.

**6.3 Communications Leeds Beckett University**

Chair was sent the Annual Monitoring Report by APAC 2018/19 for Leeds Beckett University which enabled Chair to be informed about issues, concerns and successes with the training of play therapists.

**6.4** **Staff – succession plan**

BCTIWC Chair has been kept 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.

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.

1. **Miscellaneous activities undertaken by BCTIWC**

**8.1**  **2019 PTUK's  21st Anniversary Conference**

Chair attended 2019 PTUK's  21st Anniversary Conference on 15th June 2019 entitled “The Social Mind- Evolution and Development,” held at The Staverton Estate, Daventry, Northamptonshire, NN11 6JT. The Keynote Speaker is a leading and world renowned authority for his work on "The Social Mind" and on the “Social Brain” As with last year’s conference it was well attended. It was particularly interesting to see the number of play therapists attending from overseas.

**8.2 PSA Accredited Registers Seminar**

Chair of BCTIWC attended the PSA Accredited Registers Seminar Tuesday April 2 2019 and will be attending the PSA Accredited Registers Seminar on 30 April 2020.

1. **Conclusions, recommendations and outcomes**
   1. **Record Management System**

Chair believes that the introduction of the new Record Management System is advantageous to PTUK and registrants and that the “cloud based” aspect of it is secure and particularly useful.

* 1. **Data Protection Policy update**

This was essential with the introduction of the new system and the Policy was circulated to members before the BCTIWC meeting in February 2020. It was discussed and approved.

* 1. **Annual Conference**

Chair and BCTIWC agree that it is sensible to think ahead about future conferences and supports the plan to assess the viability of possible changes.

* 1. **Delegation**

Chair has continued to be informed about the procedures that have been put in place for the eventual retirement of the CEO and Registrar of PTUK

* 1. **Thanks**

Chair wishes to thank JT and MJ for keeping Chair fully informed throughout the year.