

Service Accreditation Scheme

Extension of Accreditation for CYP Counselling Services - Additional Delivery Application Form

Please refer to the *Guidelines for Accredited Services wishing to extend Accreditation for a Service working with CYP*

Remember this is looking just at your counselling services for children and young people (CYP) and your submission should reflect that.

Please follow the guidance carefully to provide us with the best possible application

Clear, easily navigable applications with robust supporting evidence, provided as appendices, are less likely to be queried by our assessment team, meaning that a decision can be reached and returned as quickly as possible. Poor quality applications will be returned for revision and the assessment time released to other applications.

Pre-assessment checks

These will look at presentation and apparent completeness, in the same manner as all full applications.

Submission format

Please complete this form, save and submit as an electronic version along with all your appendices of supporting evidence - **boxes will expand as you type into them**. Please do not change any of the application wording. Altered text will result in an application being returned for revision before assessment can be completed.

We will also require one hardcopy of your application to be posted to us, complete with all your appendices of supporting evidence. Please ensure that you provide the correct title of the documents you submit as supporting evidence. If you use parts of your website as supporting evidence, please provide hyperlinks to the appropriate webpages within your electronic versions, and website screenshots within your hardcopy application.

Remember to password protect any documents holding personally identifiable information. Send the password to us separately.

Organisation and contact details

Organisational details

Name of Accredited Service

Name of Service applying for inclusion
within the accreditation award

Name of Service Provider (*if different*)

BACP organisational membership number

Address

Telephone number

Email

Website

Application contact details

Name

Job title

Telephone number

Email address

Declaration of honesty

Submission of this application form from an appropriate email address and using an electronic signature, by the contact person making the application and on behalf of the organisational member, constitutes formal agreement to the statement as shown:

I declare that as far as I know, this application contains only true information. I hereby authorise the officers of BACP to make such enquiries as they consider necessary to verify the information given.

I understand that if any incorrect, incomplete or plagiarised information is discovered, our application for service accreditation may be invalidated and my application withdrawn. Such matters may also be referred for consideration under the Professional Conduct Procedure or the Article 12.6 procedure as appropriate.

I agree to the current Terms & Conditions for service accreditation as set out by BACP (copy available on request).

Name

Signature

Date

Service foundation details

Please provide an overview of your organisation and how all your counselling and psychotherapy services fit into its structure. Do mention any other non-counselling services provided. A structural chart (organogram) may be sufficient.

Please confirm if you require a new accreditation certificate with a revised title, or an additional certificate naming your CYP counselling or psychotherapy services.

Please confirm the catchment area of your CYP counselling or psychotherapy service.

Please clarify the main location of your CYP counselling or psychotherapy service and any outpost venues, providing addresses where necessary.

Assessor Comments - *service to leave blank*

Criterion 3 - Number of practitioners

Include at least three practitioners who undertake counselling and psychotherapy.

Guidance: Please confirm the number of qualified practitioners available to provide CYP counselling or psychotherapy practice (there is no minimum number as long as there are three overall for all your counselling practices). Also confirm the age range of the CYP clients accepted and whether students on placement work with this cohort. Please provide details of the specific or additional training has been undertaken by practitioners (including trainees) working with this cohort.

Supporting evidence - title of document and appendix number

Assessor decision & comment - *service to leave blank*

Met - Not met - Met in part (*assessor to delete as appropriate*)

Criterion 4 - Policy

Criterion 4.1: Aims and Objectives

A statement of aims and objectives, available to all staff and service users, must set out clearly:

- a) The purpose of the services provided
- b) The type of counselling or psychotherapy offered
- c) The ethical framework adhered to
- d) The limits of confidentiality
- e) The context and contracting of the work (this includes payment for services, relationships with the host organisation, if relevant, and times of service availability)

Guidance: Address each point separately for your CYP service. Several documents may be used to meet this criterion, but the information does need to be publicly accessible.

Supporting evidence - title of document and appendix number

Assessor decision & comment - *service to leave blank*

Met - Not met - Met in part (*assessor to delete as appropriate*)

Criterion 4.3: Staffing

Sub-criterion 4.3.1

A specified person must hold clinical responsibility for the service. They should be a member of an appropriate professional body, subject to its complaints procedure and accredited by, or be of an equivalent status, with it.

Guidance: Provide the name and membership body and number of the individual holding the clinical lead role, and confirm their current job title. Two clinical leads may be acceptable only where there are specialist areas, such as CYP counselling. Please confirm the clinical leads specific or additional training completed for this cohort.

Supporting evidence - title of document and appendix number

Assessor decision & comment - service to leave blank

Met - Not met - Met in part (*assessor to delete as appropriate*)

Sub-criterion 4.3.2

A training and development policy should exist for all staff

Guidance: A revised policy statement or document is required to show appropriate training and development for those working with CYP.

Supporting evidence - title of document and appendix number

Assessor decision & comment - service to leave blank

Met - Not met - Met in part (*assessor to delete as appropriate*)

Sub-criterion 4.3.3

A clear selection procedure for counsellors or psychotherapists should exist

Guidance: A revised procedural document is required to show how practitioners and students on placement, if used, are sufficiently trained to work with CYP.

Supporting evidence - title of document and appendix number

Assessor decision & comment - service to leave blank

Met - Not met - Met in part (*assessor to delete as appropriate*)

Criterion 5 - Management and administration

Criterion 5.2: Community Liaison

Links with referral resources and specialist services in the community should exist.

Guidance: Consider how you direct CYP service users to other local or national CYP services and agencies, especially for issues not offered by your organisation. This is not about onward referral, but more about having information resources to hand for all. If you do have direct links with local CYP agencies this should be evidenced too.

Supporting evidence - title of document and appendix number

Assessor decision & comment - service to leave blank

Met - Not met - Met in part (*assessor to delete as appropriate*)

Criterion 5.3: Health & Safety

Sub-criterion 5.3.1

The service must comply with the current Health and Safety at Work Act and other relevant legislation.

Guidance: All policies and procedures should be relevant to CYP services, particularly in connection to risk assessment, confidentiality, supervision, complaints, child protection and safeguarding.

Supporting evidence - title of document and appendix number

Assessor decision & comment - service to leave blank

Met - Not met - Met in part (*assessor to delete as appropriate*)

Criterion 6 - Delivery

Criterion 6.2: Professional Conduct

Sub-criterion 6.2.1

The service must be run in accordance with BACP's *Ethical Framework for the Counselling Professions*

Guidance: The whole application is assessed with the Ethical Framework in mind. It should be clear to all stakeholders that the CYP service works to the Ethical Framework and access to it should be available to interested parties.

Supporting evidence - title of document and appendix number

Assessor decision & comment - service to leave blank

Met - Not met - Met in part - On hold until all criteria have been shown to be met in full
(assessor to delete as appropriate)

Sub-criterion 6.2.3

Counsellors and psychotherapists should monitor and develop their professional work through regular supervision and consultation, and continuing professional development.

Guidance: A revised supervision policy and procedure is required to confirm that supervision is provided by supervisors with appropriate training to work with CYP practitioners. Confirm how you monitor continuing professional development (CPD) for CYP practitioners to ensure skill sets are maintained and/or developed.

Supporting evidence - title of document and appendix number

Assessor decision & comment - service to leave blank

Met - Not met - Met in part (assessor to delete as appropriate)

BACP Assessment summary

Services are requested to leave this entire section blank - Assessor to complete

Assessor to delete sections (1), (2), (3) or (4) as required

(1) Accreditation extended

All criteria met in full - current accreditation is extended to cover CYP counselling services for the remaining part of the current five-year term

Accreditation term start date

Accreditation end date

(2) Conditional pass - resubmission required

Each element of every criterion needs to be met in order for the criterion as a whole to be passed. Each set condition will need to be fully addressed by the deadline shown in order for accreditation to be awarded. A resubmission template will be provided for your completion and return.

List of conditions to be met within [deadline set by assessor] months from the date of this report:

Assessor to copy and paste from main report & delete unnecessary sections below

Criterion 3: Practitioner competency
Criterion 4: Policy
Criterion 5: Service Structure
Criterion 6: Delivery

(3) Decision deferred - resubmission required

Each element of every criterion needs to be met in order for the criterion as a whole to be passed. Each criteria will need to be fully addressed within a resubmission of papers made by the deadline shown for further assessment, in order for accreditation to be awarded.

A resubmission template will be provided for your completion and return, which will include assessor comments on what is needed in order to meet the deferred criteria.

List of criteria to be further addressed in a resubmission within [deadline set by assessor] months from the date of this report:

Assessor to copy and paste from main report & delete unnecessary sections below

Criterion 3: Practitioner competency
Criterion 4: Policy
Criterion 5: Service Structure
Criterion 6: Delivery

(4) Application unsuccessful on resubmission - new application required

Each element of every criterion needs to be met in order for the criterion as a whole to be passed. All criteria need to be fully met in order for accreditation to be awarded following a resubmission of papers.

A full new CYP extension application for assessment may be made as soon as the Service feels it is able to meet all the criteria in full.

List of criteria not met and what is needed to be further considered in a full new application:

Assessor to copy and paste from main report & delete unnecessary sections below

Criterion 3: Practitioner competency
Criterion 4: Policy
Criterion 5: Service Structure
Criterion 6: Delivery

Recommendations made

These suggestions are made for consideration with regards to service development and improvement but are not conditional for service accreditation. You will be asked to feedback on your considerations within your first annual monitoring submission.

Criterion 3: Practitioner competency
Criterion 4: Policy
Criterion 5: Service Structure
Criterion 6: Delivery

Additional Assessor Comments

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Report ratified for BACP by:

Fiona Ballantine-Dykes
Head of Professional Standards

Date

Process information - to be deleted from final report:

Application received - <i>electronic & hardcopy versions</i>	
Ready for assessment	
Office admin time - <i>to nearest ¼ hr sufficient</i>	
Assessor Name	
Assessor time to complete assessment - <i>to nearest ¼ hr ok</i>	
Moderation required - <i>state 10% audit, questions or unsuccessful</i>	
Moderator Name	
Moderator time to complete assessment - <i>to nearest ¼ hr ok</i>	

Document created: November 2017

Review: November 2018