

## **Practice policy**

All staff at Snakes and Ladders make a commitment to always working in the best interests of the client whether it be a child, adolescent or adult.

We all work within the code of ethical practice, values, principles and personal moral qualities and the guidelines of our relevant governing body for example The National Counselling Society/ Play Therapy UK (details available on request from each therapist).

All staff at Snakes and Ladders hold relevant Children's Counselling, Play & Creative Arts Therapy and/or Psychotherapy qualifications (evidence available on request) and have experience working in the relevant field.

All staff at Snakes and Ladders undergo regular clinical supervision to ensure they are continuing to work within BACP guidelines for ethical and competent practice.

All staff at Snakes and Ladders hold an up to date Enhanced DBS check, adhere to Data Protection guidelines and have Public Liability Indemnity Insurance policy.

All staff at Snakes and Ladders undertake at least 30 hours per year of Continued Professional Development to ensure their skills and practice are up to date.

All staff at Snakes and Ladders will carry a Snakes & Ladders photo identification badge.

We take referrals from individuals, parents/carers, schools, colleges, NHS, G.P's and other professional agencies, *Counselling & Play Therapy Referrals* need to be submitted to the Snakes & Ladders office for allocation, form available on website and may be emailed on request.

We hold a waiting list and work in order of referral unless there are exceptional circumstances.

In the case of adult personal therapy a private room will be used.

In the case of school and college referrals sessions are held usually within the school day in the educational building or a children's centre for younger children.



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## **Practice policy** continued...

Our sessions are between 45 – 60 minutes (under 5's often start with 45 minutes which may be increased over time at the discretion of the therapist and clinical supervisor). This may also be dependent on the space available and the if the client is a child or adolescent, the school/parent/carer may choose for example, to only allow 45 – 50 minutes.

Sessions are held on a weekly basis at the same time every week, we always seek to use the same room for therapy except in exceptional circumstances.

For children and adolescents we always require signed consent from both parents (except in exceptional circumstances) before therapy can commence.

Staff at Snakes and Ladders may offer or you may request a performance assessment questionnaire (SDQ, YP core, Child performance sheet for example) to be completed at the beginning and end of therapy, these are sometimes useful to gauge progress but this does depend on the nature of the referral, please, feel free to enquire for more information.

Session fees and payment terms are laid out in the *Snakes & Ladders Therapy Payment Terms* information form.

*Record keeping policy* is on a separate information sheet.

A therapy agreement/contract is made with the client in the first session and reviewed as necessary throughout therapy.

For children and adolescents an *End of Therapy Report* is submitted to the school after therapy finishes.

If an *Interim Therapy Report* is required this needs to be requested well in advance (some therapists may charge a small fee for this so please, ask the relevant therapist).

The *Use of mobile phones and photography policy* is on a separate information form.