

# Practice Guidelines

## Introduction

Standards of good practice are of the up-most importance to the British Association of Play Therapists (BAPT), its members and the general public. The need for BAPT membership to receive clarification on various practice issues is significantly increasing. As new legislation and national standards emerge, as well as the Play Therapy profession developing, so too will the need to implement further guidance and standards concerning general and specific practice issues.

## Index of Practice Guidelines

1. Advice on Record keeping
2. Practice Guidelines on Workload & Clinical Supervision
3. Practice Issues: Insurance

## Procedure for Implementing Practice Guidelines

It is essential that practice standards are clearly and carefully developed by the BAPT Board of Directors (BAPT BoD) and ensure that the full membership have appropriate opportunities to offer comment, suggestion and approval.

Whilst the Ethical Basis for Good Practice in Play Therapy (BAPT, 2002) determines BAPT members practice and conduct, it is envisaged that various areas will require either further definition or clarification in relation to new legislation and national standards. Since Play Therapy is delivered in diverse areas and services, this procedure encourages BAPT members to instigate this procedure and propose the development of relevant practice guidelines.

In order for the BAPT Board of Directors to develop and implement practice guidelines, the following procedure will be utilised:

## **STAGE 1: Proposal for Practice Guideline Development**

Members of BAPT propose the development of a practice guideline. The applying person(s) will submit the following details to the BAPT Board:

1. Name of Proposer(s);
2. Proposed title of practice standard;
3. Proposed practice standard remit and scope;
4. Potential consequences/impact to BAPT membership and to general public;
5. Reasons for development;
6. Context of practice standard/Comparison with related professional bodies standards and regulations.

The above details will be sent in writing or by email to the BAPT Administrator at [info@bapt.uk.com](mailto:info@bapt.uk.com).

## **STAGE 2: BAPT Board Decision**

The BAPT BoD considers proposals for practice guideline development at the next available Board meeting. The BAPT Board will decide one of the following:

- i. Approve request: Request proceeds to Stage 3;
- ii. Reject request: Request is rejected, normally for three reasons. First, other practice guidelines already exist and relate to the proposed practice standard. Second, the proposed practice guideline is not relevant to the delivery of Play Therapy or the BAPT membership. Third, the proposed practice guideline details are unclear or non-specific;
- iii. Defer request: Request is deferred due to non-urgency or other reasons. The proposed practice guideline is timetabled for consideration at a later BAPT Board meeting.

If approved, the BAPT Board of Directors will then decide one of the following priority classifications:

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- i. High priority: Initial development of draft practice guideline within 1 – 6 months;
- ii. Moderate priority: Initial development of draft practice guideline within 6 – 12 months;
- iii. Low priority: Initial development of draft practice guideline within 12+ months.

### **STAGE 3: Appointments**

The BAPT Board of Directors will appoint:

- i. BAPT full member(s) to produce and revise the draft practice guideline in accordance with this procedure;
- ii. BAPT Sub-Committee to oversee Stage 5 of this procedure.

### **STAGE 4: Initial Development**

Development of draft practice guideline by a BAPT BoD-appointed BAPT full member.

### **STAGE 5: BAPT Sub-Committee Consultation**

Submission of draft practice guideline to appointed BAPT Sub-Committee for consideration, adaptation and preliminary approval. The BAPT Sub-Committee will produce the following details:

- i. Comments on content, structure, format, viability and relevance;
- ii. Analysis of compatibility with other BAPT standards, guidelines and documents;
- iii. Comparison with related professional bodies standards, guidelines and regulations;
- iv. Corrections and required amendments;
- v. Preliminary decision (approval or rejection):

- a. Approve draft practice guideline: Draft practice standard proceeds to Stage 6;
- b. Reject draft practice guideline: Draft practice standard is returned to Stage 2.

## **STAGE 6: Review of BAPT Sub-Committee Consultation**

The draft practice guideline is revised according to the appointed BAPT Sub-Committee comments and recommendations.

## **STAGE 7: BAPT Full Members Consultation**

Draft practice guidelines will be sent to a random sample of 25% of BAPT full members. Where possible, the BAPT membership will be notified in advance of all consultation periods and all consultation documents will be available on the BAPT website ([www.bapt.info](http://www.bapt.info)). The consultation period will be for 1 – 3 months, depending on its significance and time of year. Sampled BAPT full members will be asked to provide the following details:

- i. Comments on content, structure, format, viability and relevance;
- ii. Potential impact to BAPT full member;
- iii. Desired corrections and amendments;
- iv. Full members vote:
  - a. Approve draft practice guideline;
  - b. Reject draft practice guideline.

Consultation of sample BAPT full membership (25% of BAPT full members)

Where the majority of the respondent sample of BAPT full membership approve the draft practice guideline, the draft standard proceeds to Stage 8.

Where a majority of the respondent sample of BAPT full membership reject the draft practice guideline, 100% of the full membership will then be consulted.

Consultation of 100% of BAPT full membership

Where the majority of the respondent BAPT full membership approve the draft practice guideline, the draft guideline proceeds to Stage 7.

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Where a majority of the respondent full membership reject the draft practice guideline, the guideline is returned to the BAPT BoD for further consideration.

## **STAGE 8: Review of BAPT Members Consultation**

Generated comments and suggestions are considered, evaluated and, if appropriate, the draft practice guideline is revised.

## **STAGE 9: BAPT Board Ratification**

Submission of proposed practice guideline, BAPT Sub-Committee comments (Stage 5) and a summary of BAPT members consultation process (Stage 7) to BAPT BoD for ratification and approval. The BAPT Board of Directors will decide one of the following:

- i. Approval: The proposed practice guideline is formally implemented as a BAPT practice guideline;
- ii. Rejection: The proposed practice guideline is rejected with no further action undertaken or returned to Stage 2;
- iii. Deferral: The decision to approve or reject the proposed practice guideline is deferred for a defined period and may include a request for further consultation, evidence or information.

All BAPT Board decisions at Stage 9 will be published in the PLAY THERAPY magazine.

## **STAGE 10: Implementation and Notices**

All ratified BAPT practice guidelines will be implemented within an appropriate time period, normally 3 -12 months. Notice of implementation will be published in the PLAY THERAPY magazine and one copy of the full practice guideline sent to each BAPT member.