

## CORE PRINCIPLES OF COMMUNITY THERAPY IRELAND

### **The Community Therapy Ireland and its members are committed to Professional Standards and best practice through the following Principles.**

- That counselling & psychotherapy is best practiced within an agency-based professional community committed to developing centres of excellence.
- That counselling & psychotherapy is provided on a community-based and not-for-profit basis regardless of client's social, cultural, economic or domestic disadvantage.
- That member agencies have clear 'Clinical' and 'Corporate Governance' accountability structures.
- That member agencies are committed to on-going organisational development.
- That member agencies are supportive of each other and collaborate with each other in the development of standards within the sector.
- That member agencies have on-site systems of record-keeping & data collection; and continuous quality development.
- That member agencies are community-based and strive to be of benefit to these communities within the limits of their competency.

We have read, understood, and accept the core principles of Community Therapy Ireland.

Name of Organisation:

Address:

Phone:

Email:

Contact person:

\*Director/CEO:

\*Chairperson:

Date:

*Please note: All points with \* must be signed by the relevant persons*

## **Membership Process**

The following process pertains to organisations who apply to become members of Community Therapy Ireland:

- When an organisation submits an application for membership, Community Therapy Ireland will acknowledge the application by email.
- A formal onsite meeting will be arranged with the organisation and the CEO of Community Therapy Ireland.
- The CEO will present the organisation's application and a report at the next meeting of the Board of Directors of Community Therapy Ireland.
- The CEO will notify the organisation once a decision has been made by the Board.

The Directors shall have the power to refuse to admit to membership any such body or group which the Directors, by simple majority, deem not to fulfill the criteria outlined above.

Criteria for eligibility as a member will be assessed on an ongoing basis after membership is granted.

## Membership Criteria

Community Therapy Ireland has two membership categories for which it applies a fee. They are Full members, and Associate members. You may cite your preferred membership category on page 7 of this document.

The Directors of Community Therapy Ireland will consider organisations meeting the below criteria for membership of Community Therapy Ireland:

- Applicants for membership will be required to complete this membership application and to pay the appropriate annual fee for their category of membership.
- The organisation must be established in Ireland for a minimum of two years.
- The organisation must be in receipt of state funding for the provision of services and supports
- The organisation must be a registered charity and must demonstrate that it adheres to key regulatory requirements including compliance with the Charities Regulator where applicable.
- The organisation supports the values, vision, and mission of Community Therapy Ireland. (A detailed description of our values, vision and mission is outlined in our 2022 Annual Report)

## Corporate Governance

To be considered for membership, an organisation must submit a membership application form to Community Therapy Ireland in addition to the following documentation:

- Proof of compliance with the Charities Regulator Authority Code of Governance where applicable
- Copy of recent annual accounts dated within the last two years
- Copy of the organisation's constitution
- Copy of annual report dated within the last two years

## Clinical and Ethical Standards

To be considered for membership, organisations must uphold core-principles that shape and influence the counselling practice, administration, standards and ethos of a service. Annually, Community Therapy Ireland supports and reviews member performance under the following headings:

- Employment Standards
- Professional Standards
- Administration
- Professional Boundaries
- Standards of client care and case-management
- Record-keeping
- Data Collection
- Supervision, Accountability and Transparency
- Ethics
- Policies and Procedures
- Adequate student / volunteer / qualified staffing ratio and adequate student placements

## Community Therapy Ireland principles of best practice: evaluation questionnaire

This questionnaire presents the specific criteria, in line with the core principles of Community Therapy Ireland, that are associated with our approach to counselling and service delivery.

Community Therapy Ireland approach recognises the key role that all levels of the organisation play in the maintenance of best practice and in the provision of services to the community. Best practice requires the participation of the Board of Management, administrators, supervisors, practitioners, office staff and volunteers in creating a climate of care and professional excellence.

### Part 1: About your organisation

1 What is your role within your organisation? \_\_\_\_\_

2 Please select the services that you provide:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> One-to-one counselling & psychotherapy                 | <input type="checkbox"/> Family Therapy | <input type="checkbox"/> Supervision for counsellors & supervisors | <input type="checkbox"/> Other, please state below<br><i>(examples include training, education programmes, workshops, outreach, etc)</i> |
| <input type="checkbox"/> One-to-one counselling & psychotherapy for adolescents | <input type="checkbox"/> Group Therapy  | <input type="checkbox"/> Training for counsellors & supervisors    | _____  |
|   | <input type="checkbox"/> Play Therapy   | <input type="checkbox"/> Couples counselling                       |  |
|   | <input type="checkbox"/> Support Groups |  |  |

3 Does your organisation have any specialist areas? \_\_\_\_\_

4 Annually, how much funding do you receive from Tusla for counselling & psychotherapy?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Less than 5,000 | <input type="checkbox"/> 25,001 - 50,000 | <input type="checkbox"/> 75,001 upwards                  |
| <input type="checkbox"/> 5,001 - 25,000  | <input type="checkbox"/> 50,001 - 75,000 | <input type="checkbox"/> If other, please specify: _____ |

5 Please list any other sources of funding for your organisation (HSE, Pobal, DoJ, etc).

\_\_\_\_\_

6 If you receive any other funding (non-Tusla) for the delivery of counselling & psychotherapy, please state this below.

\_\_\_\_\_

### Part 2: Staffing

1 How many paid staff are in your organisation?

2 Please give a breakdown of full time and part time employees.  Full time  Part time

3 Please give a breakdown of the number of volunteers who work with your organisation.

- |  |   |
|--|---|
| <input type="checkbox"/> Therapist / Counsellor / Clinical | <input type="checkbox"/> Board of Directors / Board of Management |
| <input type="checkbox"/> Administration / Management       | <input type="checkbox"/> Other                                    |

4 How many therapists are on placement or internship in your organisation?

5 Please give a breakdown of the number of accredited  and pre-accredited  therapists in your organisation?

6 Please list which Professional Body's Code of Ethics your organisation adheres to:

\_\_\_\_\_

### Part 3: In-House Policies & Procedures

For the policy and procedure list below, please tick yes, no, or not applicable to your organisation.

1 Child Protection and Vulnerable Adult Policy

 Yes  No  N/A

2 Mandatory Reporting Policy, including defining the role of the mandated person within the organization

 Yes  No  N/A

3 Supervision Policy for all staff (clinical and administrative)

 Yes  No  N/A

4 Suicide & high risk policy

 Yes  No  N/A

5 Data Protection Policy, GDPR Guidelines

 Yes  No  N/A

6 Confidentiality and Case Management Policy

 Yes  No  N/A

7 Intake and assessment procedures for new clients

 Yes  No  N/A

8 Termination and case-closure procedures

 Yes  No  N/A

9 Requests by clients for release of information under the Freedom of Information Act & GDPR Guidelines

 Yes  No  N/A

10 Referral Policy to and from third parties

 Yes  No  N/A

11 Report Writing Policy in dealing with litigious clients and/or their solicitors for court appearances/subpoenas

 Yes  No  N/A

12 Complaints Procedure

 Yes  No  N/A

13 Policy for clients with prescribed Mental Health issues when commencing therapy

 Yes  No  N/A

14 Client Care Policy when dealing with abusive clients and family members

 Yes  No  N/A

15 Health & Safety Policy Accident and Incident Policy

 Yes  No  N/A

16 Accident and Incident Policy

 Yes  No  N/A

### Part 4: Counselling Procedures & Practices

1 Our agency provides professional indemnity insurance to our therapists.

 Each therapist must have their own insurance cover

Other \_\_\_\_\_

2 For phone counselling or online counselling sessions, there are clear procedures and guidelines for secure storage and returning client files to the premises in a timely manner.

 Yes  No Other \_\_\_\_\_

3 Our agency has an in-house document outlining policies and procedures regarding the practice of counselling within the agency

 Yes  No Other \_\_\_\_\_

4 A complaints procedure for staff and clients

 Yes  No Other \_\_\_\_\_

5 An in-house code of ethics practice.

 Yes  No Other \_\_\_\_\_

6 Our agency has a designated person who assumes responsibility for administration / who is non-clinical. (The reason we are asking this question is to estimate the resource limitations faced by our members in the context of increasing administration and compliance requirements by funders).

 Yes  No Other \_\_\_\_\_

7 All of our volunteers / unpaid staff have a contract, clarity on their role and responsibilities and are subject to disciplinary procedures.

 Yes  No Other \_\_\_\_\_

8 All of our volunteers / unpaid staff are appropriately qualified and trained to deliver services we ask them to provide

 Yes  No Other \_\_\_\_\_

9 Our agency has a policy for and provides training to staff in the Children's First Bill 2011.

 Yes  No Other \_\_\_\_\_

10 Our agency works to the Children's First Guidelines 2017 and provides training to staff on same

 Yes  No Other \_\_\_\_\_

## Part 5: Professional Boundaries

1 All of our counselling / therapy rooms are suitably furnished (private, comfortable, adequate space, sound proofed)

Yes  No Other \_\_\_\_\_

2 Every point of contact for our clients is professional and ethical (all staff are trained and adhere to clear guidelines and procedures)

Yes  No Other \_\_\_\_\_

3 Our waiting rooms are private and discreet

Yes  No Other \_\_\_\_\_

4 Organisational and administrative issues are managed separately to counselling and clinical issues.

Yes  No Other \_\_\_\_\_

5 Professional boundaries between clients, staff, therapists and management are respected and maintained.

Yes  No Other \_\_\_\_\_

6 All client files are deemed to be the property of the Agency and all clients files are stored on the premises.

Yes  No Other \_\_\_\_\_

7 In order to avoid conflict of interest, our agency does not permit staff, management or board members to hold dual roles within the organisation.

Yes  No Other \_\_\_\_\_

8 All our information and data is kept up-to-date, securely stored, and in accordance with Data Protection and GDPR guidelines.

Yes  No Other \_\_\_\_\_

## Part 6: The Role of Director / Supervisor

1 Within our agency there is a person(s) who is contactually and clinically responsible for service delivery standards.

Yes  No Other \_\_\_\_\_

2 This person is suitably qualified to assume full clinical responsibility for the services delivered.

Yes  No Other \_\_\_\_\_

3 This person does case management consultations with staff, reviews records / files and facilitates the development of teamwork.

Yes  No Other \_\_\_\_\_

4 This person facilitates organisational development, builds inter-agency relationships and corresponds with outside professionals on behalf of the organisation.

Yes  No Other \_\_\_\_\_

5 This person uses appropriate procedures to assess and monitor the competence of staff to work with certain clients, to assess the nature of services being delivered to assess the degree to which the services provided are consistent with service objectives.

Yes  No Other \_\_\_\_\_

6 This person periodically carries out clinical reviews that give constructive feedback to both therapists and management.

Yes  No Other \_\_\_\_\_

7 This person is accountable to the Board of Directors and their line manager regarding operations and governance.

Yes  No Other \_\_\_\_\_

8 This person, supported by the organisation, strives to ensure that counselling staff feel supported and appropriately challenged in their work.

Yes  No Other \_\_\_\_\_

## Part 7: Assessment

- 1 Our agency has professional case-management procedures including an intake / evaluation / referral process that is respectful of clients and the limits of counselling available.

Yes  No Other \_\_\_\_\_

- 2 The assessment has two objectives to ensure the client is suitable for counselling and whether the service is suitable for the clients particular needs.

Yes  No Other \_\_\_\_\_

- 3 We talk to clients about what counselling is and what it is not and the various forms of counselling

Yes  No Other \_\_\_\_\_

- 4 Our agency has intake and assessment procedures for new referrals.

Yes  No Other \_\_\_\_\_

## Part 8: Client Care

- 1 On arrival to our agency all clients are provided with information on confidentiality and its limits, fees / donations, ways of working, mandatory reporting, complaints and GDPR guidelines.

Yes  No Other \_\_\_\_\_

- 2 Clients are always informed if they are attending a trainee / therapist in training (were applicable).

Yes  No Other \_\_\_\_\_

- 3 We have an in-house response for staff and therapists in incidents where there is presentation of a crisis.

Yes  No Other \_\_\_\_\_

## Part 9: Supervision, Accountability & Continuous Professional Development

- 1 The professional boundaries of the therapist client relationship are respected and honoured while engaging in supervision and case-management.

Yes  No Other \_\_\_\_\_

- 2 There is assessment of staff competence through evaluations and feedback.

Yes  No Other \_\_\_\_\_

- 3 All staff (clinical and non-clinical) have regular supervision (individual / group).

Yes  No Other \_\_\_\_\_

- 4 The organisation encourages appropriate professional development for staff on an annual basis.

Yes  No Other \_\_\_\_\_

- 5 The organisation supports staff and counsellors should any difficult, intimidation or litigious issue arise.

Yes  No Other \_\_\_\_\_

## Membership Categories

There are two mutually exclusive categories of membership available to organisations.

The choice of membership category for an organisation will be determined by the following criteria. Where doubt arises the final decision on membership category will rest with the Community Therapy Ireland directors.

### Full Membership

**€200 Per Annum**

Full Membership is open to:

- Community-based, not-for-profit organisations who have voluntary or charitable status.
- Organisations whose core purpose is to provide counselling to the community.

### Associate Membership

**€100 Per Annum**

Associate Membership is open to:

- Community-based, not-for-profit organisations who have voluntary or charitable status.
- Organisations who deliver other services in addition to counselling or counselling is not the core service being provided. In this case, the counselling section must be a substantial element within the organisation and have its own separate policies and procedures.
- Organisations who provide a service to the community that includes community-based counselling or is a national organisation with the same ethos.

Please tick which membership you are applying for or renewing:

Full Membership

Associate Membership

PLEASE SIGN HERE

Name of Organisation:

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\*Director/CEO:

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\*Chairperson:

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Signed on behalf of:

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Date:

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Email application: [ceo@communitytherapy.ie](mailto:ceo@communitytherapy.ie)