

## **MEMBERSHIP TERMS & CONDITIONS**

PTUK is a non-profit-making organisation for all professionals working therapeutically with children and young people / adults.

### **1. PTUK's Role**

PTUK exists to further the good practice of therapeutic work with children and young people / adults. We believe that the use of various forms of recognised therapies to help them fulfil their potential and overcome mental health needs has reached a critical stage in the UK.

Since therapeutic work with children and young people / adults draws its strength from a multi-disciplinary approach, it is vital to be completely open in considering and accepting many different approaches for working.

PTUK welcomes membership of anyone who has satisfactorily completed a recognised course for working therapeutically with children and young people / adults such as drama, art, music, movement therapy, as all these disciplines may be used on their own or as an integrative part of play therapy. They all have an equally valuable contribution to make.

PTUK is a forum for working together with respect for each other's role in the therapeutic work with children and young people / adults.

### **2. PTUK's Mandate**

- To act as a professional organisation for anyone working therapeutically with children and young people / adults in the UK.
- To promote the benefits of therapeutic work with children and young people / adults.
- To make training available in therapeutic work with children and young people / adults by working with training providers, disseminating information and accrediting appropriate courses in creative therapies. PTUK accredits several Universities and Colleges overseas and other specialised training institutions based in the UK, such as Academy of Play and Child Psychotherapy (APAC) that offer a variety of courses in play therapy. PTUK has the full support of, and liaises with, Play Therapy International (PTI), the foremost international association in its field outside the United States of America.
- To promote and advance discussion, education and research in play therapy, creative arts, and clinical psychology and psychotherapy.
- To liaise and work with other professional societies, associations and institutions whose members work with children and young people / adults.

### **3. Data Protection**

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*PTUK is committed to encouraging equality, diversity, and inclusion among its membership, and eliminating unlawful discrimination.*

*PTUK reserves the right to update / change membership requirements at any time.*

PTUK collects member's personal data for the purpose of administering their membership. PTUK will use this information for the duration of the membership to provide the member with the services requested, maintaining accurate records. Member's data will not be shared outside PTUK for marketing purposes. For further information explaining how PTUK use its members' information, please see our privacy notice: <https://playtherapy.org.uk/play-therapy-privacy-policy/>

## **4. PTUK Membership**

PTUK offers a variety of professional grades to members practicing in play therapy fields including post qualifying grades for supervisors, filial coaches and counsellors.

### **4.1 Who Can Join PTUK?**

Play Therapists, Drama Therapists, Music Therapists, Dance & Movement Therapists, Art Therapists and professionals such as Childcare Workers, Special Needs Teachers, Nursery / Primary Teachers and Social Workers practising in the United Kingdom can join PTUK and appear on the voluntary Register of Play and Creative Arts Therapists (further referred to as the PTUK / PSA Register) accredited by the Professional Standards Authority (PSA).

Play Therapy International (PTI) members are detailed on the PTUK register under the international section to show the public in their country the high standards the Play Therapy profession requires and that they have met them. The PSA has no legal jurisdiction in any country other than the UK and does not allow their logo to be used by any PTI member. Complaints against any member of PTI should always be directed to the appropriate person within the organisation of that country.

### **4.2 Routes To Join**

New members can join

- via a PTUK accredited course, such as the Academy of Play and Child Psychotherapy (APAC) courses.
- as an Associate Member which is an alternative for anyone working therapeutically with children and young people / adults or interested in play therapy but are not eligible to practice under PTUK / PTI.

New and renewing membership applications should be made by completing appropriate forms.

### **4.3 Refusal of Membership and Appeals Policy**

PTUK reserves the right to refuse any new or renewing membership application should it contravene any of the PTUK terms and conditions of membership or does not fit its suitability criteria. In order to appeal against such decision, applicants must follow the [“Appeals Against Membership Refusal”](#) policy.

### **4.4 Membership Grades**

Membership is available at various levels for anyone interested in working with children and young people / adults using play therapy and creative arts therapies, raising

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standards and promoting the use of therapeutic play skills and play therapy in a variety of professions and settings. More details on benefits of becoming a member can be found here <https://playtherapy.org.uk/why-join-ptuk/>

The majority of the PTUK grades appear on the [PTUK Register of Play and Creative Arts Therapists](#), accredited by the [Professional Standards Authority](#), which is a public record of play therapists who meet or exceed PTUK's recommended quality standards. All grades (regardless of being on the Register) must meet these standards, which cover training, supervision, continuing professional development and a contractual commitment to our Ethical Framework. The full information on membership grades PTUK offers can be found here <https://playtherapy.org.uk/ptuk-membership-grades-and-fees/>

#### **4.5 Membership Fees & Payments**

The current fees per grade are set out here <https://playtherapy.org.uk/ptuk-membership-grades-and-fees/>. If members hold more than one grade, only the highest grade will be charged. Some applications may require consideration by the Professional Conduct Panel.

HM Revenue and Customs (HMRC) allows PTUK registered members to claim tax relief on membership fees which they have to pay to carry out their work.

The claim must be made as part of the member's annual personal tax return. PTUK cannot claim tax relief on members' behalf or provide advice about tax relief.

For more details, members can click here [gov.uk website](#) or contact HMRC directly.

#### **4.6 Membership Renewal**

All members are required to renew their membership annually. Some renewals may require consideration by the Professional Conduct Panel. At revalidation / renewal time members will be required to revalidate at their current main grade. Fees will reflect the main grade status. Other grades members may have will be automatically included in the main grade fee.

If PTUK membership was taken out before the end of December 2024, the annual renewal date is 1<sup>st</sup> February for all grades except

- "Approved Supervisor", where the renewal date is 30<sup>th</sup> November each year
- If a "Trainee", "Trainee MAT", or "Trainee INT" membership was taken after 1<sup>st</sup> January 2025, which would then be renewed on a rolling basis annually

#### **PTUK/PTIRL Members Returning to Practice**

From July 1st, 2025, any PTUK/PTIRL members returning to practice after a period away will be enrolled onto a rolling revalidation membership.

*For example: if you complete your return to practice on July 20th, 2025, your next membership renewal will be due on July 20th, 2026.*

#### **4.7 Non-renewal of Membership**

Members who do not renew their membership will have their details removed from the PTUK/PSA Register and files closed. Some non-renewals may require consideration by the Professional Conduct Panel.

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PTUK will charge an administration fee of £20 / €25 for any member who does not renew their membership on time. The full re-registration process will be required to re-start their membership. The closing date for renewal will be communicated to each member in the email inviting them to renew their membership.

#### **4.8 Withdrawal & Termination of Membership**

PTUK reserves the right to terminate a member's membership or suspend a member if any of the terms and conditions of membership are violated. Some withdrawals and terminations may require consideration by the Professional Conduct Panel.

A member can terminate their membership at any point and for any reason and will not be charged for their next membership renewal, but their current membership fee will not be refunded.

Should a member change their main grade (if they hold more than one grade) during their current membership year, PTUK will not refund the difference in the fee if the new membership grade fee is lower.

Request to terminate membership should be submitted in writing to the Membership Team on [contact@ptukorg.com](mailto:contact@ptukorg.com).

#### **4.9 Suspension of Membership**

From time to time, it may be necessary for PTUK to withdraw and / or suspend the membership as a result of professional conduct proceedings or failure to comply with the audit requirements.

The suspension of the membership may lead to the removal of the member from the PTUK / PSA Register. This may also result in the termination of the PTUK membership.

Some suspensions may require consideration by the Professional Conduct Panel.

If a member is suspended or removed from the PTUK / PSA Register this information will be published on the PTUK register page <https://playtherapyregister.org.uk/search-listings/>. The professional conduct details may be disclosed to third parties (relevant authorities, other PSA accredited Registers and employers, if applicable) where deemed necessary or obligatory.

#### **4.10 Re-admission as a Member**

Where a member has been suspended, and their period of suspension has expired, they may apply to re-join PTUK. The details of "Re-admission as a Member" policy can be found [here](#).

### **5. PTUK Membership and PTUK accredited courses**

- As per one of the PTUK's mandate roles, PTUK accredits several Universities and Colleges overseas and other specialised training institutions based in the UK, such as Academy of Play and Child Psychotherapy (APAC) that offer a variety of courses in play therapy.

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- It is a PTUK's requirement that all course participants on any PTUK-accredited courses to hold a full practising PTUK / PTI membership whilst studying on an active course (e.g. "Trainee", "Certified Practitioner in Therapeutic Play Skills", "Certified Play Therapist", etc). They cannot hold a "Non-Practising" grade during an active course.
- The practising grade cannot be downgraded until the course has been completed. Once the course has been completed and the full award has been received, the grade can be changed (e.g. to a "Non-Practising" if the member is not practising as soon as the course has finished). No refunds or additional fees will be issued in relation to the grade change during the membership year.

This means:

- if a member changes from a lower cost grade to a higher cost grade during their current membership year, they will not be charged an extra fee.
- If a member changes from a higher cost grade to a lower cost grade during their current membership year, they will not be eligible for a refund.
- Any member on a current PTUK-accredited course that are due to hand in their portfolio during the revalidation period must renew their membership at their current practising grade. At times, it may be more beneficial for members holding a "Trainee" grade who are due to hand in their portfolio and receive their full award before the end of the revalidation period, to renew as soon as possible at their "Trainee" grade rather than the next grade up to save some money.

## 6. Vetting Checks and Safeguarding Concerns

PTUK is committed to supporting members to safeguard and protect children and vulnerable people from harm. PTUK accepts and recognises its responsibilities to develop awareness of issues, which cause children, and vulnerable people harm.

Further details can be found in the following policies:

[PTUK Safeguarding Policy](#)

[PTUK Procedure For Managing Safeguarding Concerns from the Public](#)

[PTUK Safeguarding Vulnerable Adults](#)

[PTUK Prevent Duty](#)

PTUK requires current members to have an up-to-date (of less than 3 years) enhanced DBS / Scottish PVG/ Access NI certificate for Play Therapy work for the duration of the membership. At each subsequent membership renewal, members will be required to confirm that they have a valid check and have completed the relevant Safeguarding and Prevent Duty training (Children First equivalent in the Republic of Ireland)

## 7. Client Records & Use of Fortuna

All current members are required to use the PTUK clinical management system called "[Fortuna](#)". It is a protected resource for understanding and communicating the

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outcomes of practice under the Integrative Holistic Model (IHM) of Play Therapy with additional administrative functions for the members (e.g. invoicing, surveys, etc). For confidentiality reasons, members must not share their log in information for Fortuna or give access to their clients' play therapy records to anyone. For further details, please see [PTUK Retention of Records policy](#).

PTUK/PTI practitioners are data controllers and PTUK is the data processor.

For further details, please see the

[“Data Processing Agreement between the Play Therapist and PTUK”](#) and

[“PTUK Recording Clinical Information on Fortuna”](#) policies.

When membership expires / has been withdrawn, past members will still have access to their data but in “read only” format and will be able to download it at any point but not input any new data.

## **8. Membership Conditions And Requirements**

If accepted for membership into Play Therapy UK/PT International, members agree:

- To agree to abide/work by the [PTUK Ethical Framework](#) and other relevant policies and procedures
- To inform PTUK if they have any conviction of a criminal offence, receipt of a conditional discharge, acceptance of a police caution which is not spent under the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders (Northern Ireland) Order 1978
- To notify PTUK of any disciplinary, suspension or practice restriction by an employer, professional body or membership organisation because of concerns relating to practice, competence or health
- To have procedures and policies for considering complaints and escalating to PTUK where necessary.
- To ensure that they have adequate, current and ongoing professional indemnity insurance sufficient to their area(s) of practice. It is advisable for members in employment to check that the employer's(s') indemnity insurance fully covers play therapy / therapeutic play.
- To register with the Information Commissioner's Office (ICO) in the UK or an equivalent in order to comply with the GDPR regulations
- To ensure that they undertake and record continuing professional development (CPD) in line with PTUK's requirements and will abide by and fully cooperate with PTUK's CPD audit procedure, as may be varied from time to time.
- To ensure that they have appropriate supervision for their grading, It is the responsibility of the member to ensure their supervisor is a current PTUK member and has the adequate qualifications and experience to support their client work (i.e. with children, young people or adults).
- To notify their supervisor(s) that the PTUK Registrar / Clinical Team may make contact to confirm that they have appropriate supervision in place and agree, if requested, to provide them with details of their supervisor(s), who may be contacted. To give authority to the PTUK Registrar / Clinical Team to request supervisor(s) to disclose such information that they may require.

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- To declare any issues relating to character that may affect member's practice. Members will not work with clients when unable to do so for physical or mental health reasons, or when impaired by the effects of drugs, alcohol or medication.
- To be aware that the PTUK / PSA Register is accessible to the public and as such agree that information regarding the member's name, geographical location, registration & membership status and professional conduct sanctions is freely available.
- To agree that if there are any changes to any of the information members provided at registration, the members needs to notify PTUK immediately at [contact@ptukorg.com](mailto:contact@ptukorg.com)
- To attend relevant online members meetings
- To record necessary client demographic and clinical outcome records on the PTUK record management system—"Fortuna"
- To appoint a Therapeutic Executor
- To inform PTUK of a break from clinical practice
- To complete Clinical Governance in accordance with guidelines set out by the PTUK Clinical Team
- To comply with Data Protection/GDPR or equivalent for their country/employer and confidential storage of client records and appropriate vetting / police checks
- To keep clinical records secure and not in an unsecure/exposed environment. All records should be treated as highly confidential
- To provide PTUK with the required and requested information for the PTUK audit process, if selected to do so.
- To be accountable for their professional conduct, including the use of clinical governance if an active practitioner.
- To not have not been refused membership of a professional body or register in a related field on the grounds of professional misconduct.

## 9. Membership Card

PTUK aims to make a better world by working to reduce our environmental impact by balancing greenhouse gases and our business products. The aim is to achieve a state where our company's overall carbon footprint is zero, meaning we are not contributing to climate change. In line with this policy, PTUK have committed to switching from printed membership cards to fully digital ones from January 2025 for all new members. Should a plastic card be required in exceptional circumstances, there will be a charge of £10 for PTUK members / €20 for PTI / PTIRL members plus postage. PTUK is working towards phasing out issuing plastic cards for the existing members as they expire.

Please see further PTUK policies:

- [PTUK Complaints & Concerns policy](#)
- [PTUK Public Interest Disclosure policy \(for members\) \(also known as "Duty of Candour / Whistleblowing"\) policy](#)
- [PTUK Membership Conflict of Interest Policy](#)
- ["PTUK Appeals Against Membership Refusal" policy](#)
- ["PTUK Unreasonably Persistent Contact and Unacceptable Behaviour" policy](#)

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