



Terapia Students' Behaviour Policy

Responsibility of Policy	CEO
Relevant to	All Terapia students
Responsibility For Document Review	CEO
Date Modified	October 2024
Next Review Date	October 2025
Contents	
1.	Aims and Objectives
2.	Communication with Terapia Staff
3.	Communication between Terapia's students
4.	Embracing Diversity within Terapia's community
5.	Students' Participation on the course
6.	Drug and Alcohol Use
7.	Raising Concerns
8.	Procedure and Process

This policy must be read in conjunction with Terapia's Fitness to Study Policy, Terapia Drugs and Alcohol Policy, BACP Code of Ethics, Terapia's Ethical Guidelines for Working with Children.

Please note that this policy refers to Terapia's students in relation to their behaviour towards academic staff, tutors, clinical and observation supervisors, operational and admin staff, Therapeutic Services staff, fellow students, members of the public, managers and colleagues in clinical and observation placements, representatives of authorities, clients and their relatives and associates. Please note that this list is not exhaustive.

1. Aims and Objectives

1.1. Terapia expects the highest standards of behaviour and conduct from our students. We expect our trainees to embody the ethos of Terapia as set out in the Student Handbook. We expect students to be able to express the values of therapeutic relationship which are coupled with accountability and transparency in all activities on the course and beyond and so we, as an organisation, can ensure that students are not merely learning theories, but are assimilating the values inherent in becoming a psychotherapist.

2. Communication with Terapia Staff

2.1. Students are expected to communicate in a polite, considered and well-mannered way with all members of Terapia's staff, at all times.

2.2. We expect that any issues or disagreements with Terapia's decision or concerns about the training must be communicated to the organisation and processed appropriately in direct contact, personal or written, with Terapia's management team. Expressing feelings about the

course without expressing it to the management team will be considered inappropriate and in direct opposition to the therapeutic values of transparency and congruence. There are the following ways of communicating with members of Terapia's management and operational staff:

- Approaching a member of staff directly;
- Programme Voice Groups (Please see the Student Handbook for details);
- Termly meetings with the Programme Leader, Director of Training and Academic Co-ordinator;
- Meetings with Pastoral Support Tutor;
- Reflective Process Summary;
- Feedback Forms.

2.3. When writing to a member of staff the communication must be professional at all times, with appropriate salutations and signatures.

2.4. It is considered unacceptable to write emails to Terapia's member of teaching or operational staff using AI.

3. Communication between Terapia's students

3.1. We expect all student cohorts to establish group rules and values at the beginning of the training. This process is normally facilitated by Terapia Foundation Year tutors. These should be reviewed if a need arises. At different stages of the training, student groups i.e. supervision groups, may agree on a new set of group rules. All members of the group should adhere to those rules or raise an issue with their peers and/or teaching staff.

3.2. Students are expected to communicate with each other outside the training in a polite, kind and empathic manner. Any difficulties in the group dynamics must be processed in the group and WhatsApp communication should be reserved for practical matters.

3.3. It is not allowed to form WhatsApp groups which have members outside of one cohort of students. This will be considered a serious breach of Terapia's Behaviour Policy.

4. Embracing Diversity within Terapia's community

4.1. We expect our students to evidence their understanding of intersectionality and ability to work empathically with every person within Terapia's community, regardless of the difference of opinion, political orientation, religion, spirituality and any other aspect of human diversities.

5. Students' Participation on the course

5.1. Students are expected to adhere to Terapia's policies on the following aspects:

- Punctuality;
- Attendance;

- Adhering to rules related to submission of written work as stated in the Student Handbook.

5.2. Please note that unprofessional behaviour, including:

- lack of respect, aggressive or poor attitude, laziness;
- indiscipline, failure to follow a dress code appropriate to the setting;
- inappropriate use of mobile phone;
- poor time keeping, poor attendance;
- Failure to self-reflect, lack of insight;
- Failure to engage with investigations into unprofessional behaviour;
- Poor self-management, lack of personal accountability;
- Dishonesty;
- Breaching professional and ethical guidelines that Terapia adheres to (BACP and UKCP);
- Breaking client's confidentiality;
- Behaviour away from the student's studies, including:
 - criminal conviction e.g. violent offence; offence of dishonesty;
 - disruptive behaviour in the community;
 - inappropriate use of social media

will not be tolerated on the course. Please note that this list is not exhaustive.

5.3. Other disciplinary offences will lead to Terapia instigating its Fitness to Practice Policy in the following instances:

- antisocial, abusive or threatening behaviour;
- sexual misconduct;
- violence;
- bullying or harassment, damage to property, internet access abuse, substance/alcohol abuse;
- Health and safety breaches;
- Failure to disclose convictions or other information that the student is required to disclose;
- Inaccurate or falsified placement documentation;
- Misleading clients or members of public about own qualifications and credentials;
- Unsafe practice and incompetence.

6. Drug and Alcohol Use

6.1. Illegal Drugs

Terapia operates a zero tolerance on the possession and supplying of illegal substances. Any student found guilty of possession or supplying will be removed from the course and Terapia Therapeutic Services, if applicable. Whenever appropriate, police will be called and Terapia staff will cooperate with the relevant authorities.

6.2. Alcohol Misuse

In case of alcohol misuse each case will be assessed on individual basis. A student found misusing alcohol whilst on the training or in clinical practice will be subject to disciplinary action.

For details related to Terapia's policy please refer to Drug and Alcohol Policy.

7. Raising Concerns

7.1. Concerns about a student's conduct and behaviour may be raised by:

1. Other students;
2. Academic staff, tutors, clinical and observation supervisors;
3. Terapia staff;
4. Fellow students;
5. Practitioners;
6. Clients;
7. Members of the public; including parents, guardians and friends of the student who is giving cause for concern;
8. Managers and colleagues in clinical and observational placements;
9. The police and other authorities.

7.2. It is the ethical and professional responsibility of any member of Terapia's staff to raise concerns and take appropriate action if, in their judgement, there is sufficient cause for concern relating to a student's behaviour.

7.3. Where the concerns are of serious nature, the matter can be referred directly to Fitness to Practice processes and procedures.

7.4 Where the concerns include matters pertaining to the student's health and well-being the student may be considered under Fitness to Study procedures.

8. Procedure and Process

8.1. The student in question will be invited to a meeting. The meeting will be led by Terapia's Training Clinical Lead and attended by another person from Terapia's management team.

8.2. The matter will be discussed and the members of Terapia's team will decide what action should be taken. The student will be informed in writing of the result of the meeting.

The following actions can be decided upon:

- i. Satisfactory explanation of the behaviour in question is provided and no further action is taken;
- ii. Student is asked to provide a reflected piece. The length and the deadline for the submission will be mutually agreed and confirmed in writing to the student;
- iii. The student is asked to go through a Reflective Process with Terapia's Training Clinical Lead. This may involve a number of meetings and submissions of written reflections. The length of this process will be determined by the Training Clinical Lead and will be based on the student's progress evidenced in this process;
- iv. The matter to be referred to Fitness to Practice process.