



The Guild of  
Analytical Psychologists

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G.A.P.

Code of Ethics

2012

# THE GUILD OF ANALYTICAL PSYCHOLOGISTS

## Code of Ethics 2012

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The Guild of Analytical Psychologists (G.A.P.) is a charitable company formed by a group of Jungian analysts in 1987. Formerly known as the 'Guild of Analytical Psychology and Spirituality' (GAPS), the name was changed in July 2012. Previous references to GAPS in all former versions of the Code of Ethics and allied documents are incorporated into this revised version of the Code as 'G.A.P.'.

G.A.P. is a member organisation of the Council for Psychoanalysis and Jungian Analysis (CPJA), one of the Colleges of the United Kingdom Council for Psychotherapy (UKCP).

Enquiries to:

The Convenor of the Ethics Committee  
The Guild of Analytical Psychologists (G.A.P.)  
4 Ennerdale Road  
Reading  
RG2 7HH  
UK

Telephone: +44 (0)118 922 2993  
Email: [admin@analyticalpsychology.org](mailto:admin@analyticalpsychology.org)  
Web site: [www.analyticalpsychologists.org](http://www.analyticalpsychologists.org)

The Code of Ethics 2012 has been developed over many years and complies with UKCP and CPJA requirements.

Convenor of the Ethics Committee 2012

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## 1. INTRODUCTION

### 1.1 **Application of Code**

This Code applies to all “Relevant Persons”. That is:

- a) all Members of G.A.P.; and
- b) all G.A.P. Students; and
- c) any person whilst engaged in activities connected with the supply of services to G.A.P. (e.g. administration, seminars, interviews, reviews, marking, hearing complaints, moderating); and
- d) all G.A.P. Trustees whilst acting in that capacity; and
- e) Clinical Executors whilst acting in that capacity

### 1.2 **Purpose of Code**

The purpose of this Code is

- a) to maintain high standards of ethical practice for Members and Students of G.A.P. when practising Psychotherapy; and
- b) to protect and inform Members of the public seeking and using their services; and
- c) to ensure high ethical principles, values and standards in the provision of G.A.P. Training in analytical psychology and to safeguard the wellbeing of Students; and
- d) to ensure that ethical principles are adhered to in the management and governance of G.A.P; and
- e) to ensure that relationships between Colleagues are conducted within a sound ethical framework; and
- f) to assist Relevant Persons with ethical decision making.

- 1.3 **Relevant Persons** may be required to make decisions in challenging, fluid and unclear situations. The Code is intended to be used as a basis for consideration of any ethical issues arising. It aims to provide guidance and a framework that supports professional judgment. The principles in this Code shall therefore be taken into account in the process of making decisions, together with the needs of the client, student or other affected person, and the individual circumstances of the case. The Code does not replace the need for Relevant Persons to use their professional and ethical judgment.

### 1.4 **Knowledge of Code**

It is mandatory that all Relevant Persons be acquainted with the most recent version of the Code. As such:

- a) new Members shall be provided with a copy of the Code on being accepted as a Member;
- b) all Students shall be provided with a copy of the Code on the commencement of training;
- c) the Training shall include familiarising Students with the terms of the Code and its importance in their professional life and the life of G.A.P;
- d) Trustees shall receive a copy of the Code as part of their induction package;
- e) Persons supplying administrative services shall receive a copy of the Code when they first start to provide the service and whenever the Code is amended;
- f) Psychotherapists shall ensure that Clinical Executors are advised of the requirement to comply with the Code and from where a current copy may be obtained;

- g) Persons providing occasional services to G.A.P. shall be reminded of the need to comply with its Code and be advised as to from where a copy may be found;

**1.5 Availability of the Code**

This Code and copies of the Complaints Procedure Code and Grievance Procedure Code shall be made available to anyone on request.

**1.6 Breach of the Code**

A breach of any of the articles of this Code may constitute professional misconduct which may give rise to a complaint under the G.A.P. Complaints Procedure Code. This, in turn, may lead to the imposition of sanctions (as outlined in the Complaints Procedure Code) including in the case of serious breaches, expulsion from G.A.P.

**1.7 Common areas of complaint**

Psychotherapists' attention is drawn to the common areas of complaint across the psychological profession. These include issues relating to:

- dual relationships (where the Psychotherapist owes an allegiance to more than one person or organisation and where there is a conflict of interest between the allegiances).
- personal relationships - where the Psychotherapist infringes or violates the trust of a client or others
- unclear or inadequate standards of practice – where the Psychotherapist is unaware of, or disregards current best practice as used by peers in a particular line of work
- breaches of confidentiality – where rules are broken or the position not clarified in advance
- competence – where excessive or misleading claims are made; or where inadequate safeguards and supervision are put in place by those working in an area that is new to them
- research issues including falsifying data, failing to obtain informed consent, plagiarism or otherwise failing to acknowledge another's work or contribution
- health problems affecting performance or conduct
- bringing the profession or organisation into disrepute.

**2. GENERAL PRINCIPLES**

**2.1 Basic principles**

G.A.P. is committed to core principles of integrity, respect, competence, and responsibility.

**2.2 Fair treatment of others**

Relevant persons shall not engage in practices that are unfair towards or discriminate against others, whether they be clients, students or colleagues.

**2.3 Non discrimination**

G.A.P. is committed to promoting non-discrimination and non-prejudice on the grounds of age, gender, ethnic or national origin, race, religion or sexual orientation, and relevant persons are expected to adhere to this.

**2.4 Capacity**

Before taking on professional commitments, especially with respect to clients, psychotherapists shall have due regard

- (a) to their capacity in terms of time and energy; and
- (b) their own wellbeing.

**3. RESPONSIBILITIES TO CLIENTS**

**3.1 Ethical standards**

Psychotherapists shall seek to establish high ethical standards in their work. They shall approach their work with integrity and with the aims of alleviating suffering and promoting the wellbeing and individuation needs of their clients. They shall endeavour to use their abilities and skills to their clients' best advantage with due regard to the value and dignity of every human being.

**3.2 Qualifications**

Psychotherapists shall refrain from claiming or implying the possession of qualifications that they do not possess. They shall disclose their qualifications when requested by a client or potential client.

**3.3 Terms and conditions.**

When Psychotherapy commences, the psychotherapist shall state clearly to the client the terms and conditions of therapeutic practice e.g. times, frequency of sessions, confidentiality, fees, notice periods, and shall keep a record of what has been agreed. The Psychotherapist shall use their best endeavours to adhere to these terms and conditions. Subsequent changes shall be renegotiated and mutually agreed upon. Where no agreement may be reached, the psychotherapist may terminate the psychotherapy subject to an appropriate notice period.

**3.4 Confidentiality.**

The client's right to confidentiality and anonymity is of utmost importance and is considered essential to the practice of Psychotherapy (see 4 below) .

**3.5 GPs**

Psychotherapists shall endeavour to obtain the contact details of the client's General Practitioner at the commencement of psychotherapy but will make it clear to the client that the GP will not be contacted without the client's agreement except in order to prevent harm to the client if in the opinion of the psychotherapist, the client is in danger from him/herself. The therapist shall inform the client when medical advice, consultation or possible treatment is thought to be needed.

**3.6 Professional boundaries**

Psychotherapists shall not take advantage of or exploit the dependent nature of the therapeutic relationship, current or past, for example with regard to fees, sex or in any other respect.

**3.7 Social contact**

Psychotherapists shall give consideration to transference issues and the analytic container in their dealings with clients and shall exercise appropriate restraint with regard to social contacts during therapy.

**3.8 Professional competence.**

Psychotherapists shall be aware of the limits of their professional expertise (including knowledge, skill, training and experience). If a doubt arises concerning the ability to practice competently, the psychotherapist shall seek appropriate supervision and/or further training or whatever else may be necessary to maintain high standards.

Psychotherapists shall undertake continuing professional development (CPD) and comply with any requirements for CPD to which they are subject.

**3.9** If a psychotherapist is unable to practice competently by reason of health or personal problems, they shall seek appropriate medical attention or professional assistance.

**3.10** Psychotherapists will not attempt to conduct psychotherapy whilst under the influence of alcohol or drugs.

**3.11 Indemnity insurance.**

Members and students shall not undertake Psychotherapy with clients without previously obtaining appropriate indemnity insurance, which must be maintained at all times when practicing as a psychotherapist.

**4. CONFIDENTIALITY**

**4.1** The client's right to confidentiality and anonymity is of utmost importance and is seen as essential.

**4.2** Clients shall be made aware at the commencement of psychotherapy of the limitations of maintaining confidentiality, especially with respect to

- (a) legal and ethical obligations. (See 4.7)
- (b) supervision with colleagues

**4.3** Confidential data and information, whether it relates to a client, Colleague or Students, shall be recorded, processed and stored in such a way as to avoid inadvertent disclosure.

**4.4** Confidential data and information shall

- (a) only be used for the purpose for which it was collected; and
- (b) not be held any longer than necessary to meet the legal, business or professional purpose for which it was obtained.

**4.5** Careful consideration to confidentiality must be observed in the presentation of material at clinical seminars, in supervision and in other professional discussions.

**4.6** Permission shall be sought from the client if material is to be used for research or publication. Sufficient steps shall be taken to preserve the anonymity of the client. Pending the introduction of G.A.P. own code of research ethics, the Psychotherapist is expected to adhere to one of the research codes of ethics published by the professional bodies (e.g. BACP, UKCP or BPS). Consideration should be given to the fact that consent to research is now often seen as being an ongoing issue rather than consent being obtained once only. Clients participating in research should be made aware that they can withdraw their consent at any time during the research process.

**4.7** Exceptions to the above guidelines include where:

- (a) there appears to be sufficient evidence to raise concerns about
  - (i) the health, welfare or safety of children (up to age 16) or vulnerable adults (for example, in the case of sexual or physical abuse or neglect); or
  - (ii) the client is judged to be a danger to him/herself or others.
- (b) a Court or other legal authority orders disclosure of confidential material
- (c) psychotherapists find it necessary in order to defend themselves against professional complaints brought against them under the Complaints or Grievance Procedures Codes, or UKCP procedures or in civil or criminal proceedings.
- (d) psychotherapists are required to give information to solicitors or professional insurers.
- (e) a client's right to confidentiality and anonymity has been waived or varied by consent (whether explicit or implicit).

**4.8 Clinical Executors.**

All psychotherapists are required to appoint two Clinical Executors. The Clinical Executors should consist of two professional Colleagues or alternatively one Colleague executor and one lay (non professional) executor.

**4.9 Death of a Client**

In the event of the death of a client, all client material remains confidential. Except as may be required by law, these must not be made available to the next-of-kin, or to any relative, or personal representative of the client or to any other third party, unless the client has left specific instructions in writing for this to happen.

**4.10 Publication**

Psychotherapists are required to safeguard the anonymity of clients when any form of clinical material is being considered for publication. Informed consent from clients and former clients must be obtained prior to publication.

**4.11 Data Protection**

Psychotherapists who store client information electronically on computer are required to comply with any statutory regulations within the UK (Data Protection Act 1998) or equivalent in any country in which they practice.

**4.12 Confidentiality with respect to Students**

When a Student is in analysis with a member of G.A.P. that member shall ensure that nothing pertaining to the student and/or their analysis is shared with any other member or committee of G.A.P. except with the written consent of the student. No communication pertaining to a student deriving from that student's psychotherapist, whether they are a member or not, may be entered into by any other member or committee of G.A.P. without prior permission being granted in writing by the student. Any such material must be disclosed to the Student.

**4.13 Administrative and other services**

Except as required to fulfil their duties to the Guild, all persons providing administrative or other services to the Guild shall treat as confidential any information about Members and Students to which they have access in the course of their work.

**5. RELATIONSHIPS TO COLLEAGUES AND STUDENTS**

**5.1 General Principles**

G.A.P. is committed to creating an environment of mutual trust and respect in which diversity and inclusion are valued. Relationships with colleagues both within and beyond the Guild shall therefore be conducted with appropriate respect and courtesy. Relevant Persons shall refrain from falsely or maliciously speaking ill of Colleagues in such a way as to threaten their personal or professional reputation.

The same principles apply to relationships with students training with G.A.P.

Relevant Persons are required to refrain from any behaviour that may be detrimental to the profession, to colleagues or to students.

**5.2 Bullying**

G.A.P. has a zero tolerance policy on bullying, harassment, victimisation or intimidation within the organisation.

**5.3 Public statements**

Members shall not make any claim to be speaking on behalf of G.A.P. unless specifically authorised to do so.

**5.4 Enquiries from potential clients who are already receiving psychotherapy from a colleague**

Psychotherapists shall not take on a client who is in psychotherapy with another psychotherapist, unless the client has discussed the matter with their current therapist or unless there are compelling reasons not to.

**5.5 Reports on students**



Members and colleagues who are involved in Student Training shall ensure that any reports made about a Student, whether verbal or in writing, are balanced and fair, relevant to the assessment being made, and adhere to the criteria of the assessment.

## **6. SUSPECTED DETRIMENTAL BEHAVIOUR OF COLLEAGUES**

All Relevant Persons are reminded of the following provisions in the UKCP Code of Ethics:

2.10 ii *“Psychotherapists are required to take appropriate action in accordance with Clause 5.7 with regard to behaviour of a colleague which may be detrimental to the profession, to colleagues or to students”*

5.7 *Psychotherapists concerned that a colleague’s conduct may be unprofessional should initiate the Complaints Procedure of the relevant Member Organisation [i.e. G.A.P.]*

## **7. SERIOUS MISCONDUCT**

7.1 All psychotherapists shall be fully aware of the rules that constitute serious misconduct:-

(a) Inappropriate exploitation of clients or supervisees for financial advantage

(b) Engaging in a sexual relationship with any client, supervisee, or student.

(c) Bullying, harassment, victimisation or intimidation of any client, supervisee, or student.

(d) Physical violence against a client, unless in exceptional circumstances it is believed by the psychotherapist to be necessary for self-defence, or to prevent the client from hurting him/herself or others.

7.2 Any psychotherapist convicted of a criminal offence, or if successful civil proceedings have been brought in relation to their work, shall inform the Convenor of the Ethics Committee together with the relevant facts pertaining to their crime.

### **7.3 Complaints**

Any Relevant Person who faces a complaint under the Complaints Procedures Code or the Grievance Procedures Code shall comply with all requirements of those Codes, and the Code of Ethics. Failure to do so may constitute a further breach of the Code which could render the psychotherapist liable to a further complaint.

## **8. ETHICS COMMITTEE**

### **8.1 Composition**

The Ethics Committee is a standing committee and shall consist of at least three Members who have been graduated from G.A.P. or an IAAP approved training for a minimum of five years. Committee Members are either elected by the Members at a general meeting or they may be appointed by the Trustees.

**8.2 Convenor**

The Members of the Ethics Committee shall elect one of their members to be the Convenor of the Committee.

**8.3 Quorum**

A quorum of the Ethics Committee shall be three.

**8.4 Power to appoint**

The Ethics Committee may appoint any person to be a member of the Committee, subject to 8.1, either to fill a vacancy or as an addition to the existing Committee. Any such appointment shall be valid only until the next AGM.

**8.5 Length of service**

No Ethics Committee member shall serve for longer than five consecutive years and no retiring Member of the Committee shall be eligible for re-election to the Ethics Committee for at least one year.

**8.6 Non-eligibility**

No member of the Ethics Committee may play any part in any complaints or grievance process when they have been or are in any way involved professionally with the complaint or the person complained against. They shall be replaced by another member who is co-opted by the Ethics Committee or the Trustees until the complaint process is completed. This includes the power to co-opt or take advice from outside of G.A.P.

**8.7 Terms of Reference of the Ethics Committee**

The functions of the Ethics Committee are:-

(a) to uphold the provisions of the Code of Ethics, the Complaints Procedure Code and the Grievance Procedure Code, and to communicate any revisions of these codes to Relevant Persons;

(b) to review the Code of Ethics, the Complaints Procedure Code and the Grievance Procedure Code every two years or as the need arises and to make recommendations to Members as appropriate.

(c) to be vigilant for ethical issues in all areas of the Guild's life; to consider and investigate concerns as and when they arise, to give advice and to make recommendations to the members, Trustees and students;

**9. MISCELLANEOUS**

**9.1** This Code should be construed in the light of the UKCP Code of Ethics

**9.2 Conflict of Codes**

Procedures for handling complaints are laid down in the Complaints Procedure Code. Procedures for grievances are laid down in the Grievance Procedure Code. In the event of any conflict between the provision of the Complaints Procedure Code or the Grievance Procedure Code and the provisions of this Code, the provisions of this Code shall prevail.

**9.3 Definitions**

For the purpose of this Code, the following terms shall have the following meanings:-

**‘Client’** means anyone receiving psychotherapy from a psychotherapist (whether a fee is charged or not) including, where applicable, former clients to whom there is an ongoing duty of care

**‘Clinical Executors’** means the persons appointed by a psychotherapist in their will to safeguard the interests of their clients upon the psychotherapist’s death

**‘Code’** means this Code of Ethics

**‘Colleague’** shall not be restricted to members and students of G.A.P. but applies to anyone with whom a psychotherapist comes into contact through the profession of psychotherapy or their activities within G.A.P.

**‘Complaints Procedure’** means the G.A.P. procedure for investigating a complaint in effect at the time when the complaint is made

**‘G.A.P.’** means The Guild of Analytical Psychologists

**‘Grievance Procedure’** means the G.A.P. procedure for investigating a grievance in effect at the time when the grievance is made

**‘The Guild’** means The Guild of Analytical Psychologists

**‘Member’** shall mean any person who has been accepted as a Member of G.A.P. in accordance with the terms of the Guild’s Memorandum and Articles of Association and who has paid G.A.P. their Member’s fee

**‘Psychotherapist’** means a G.A.P. Member or Student practising Psychotherapy

**‘Psychotherapy’** means the provision of Psychotherapy by a Psychotherapist

**‘Relevant Persons’** means all those to whom the Code applies

**‘Students’** means persons registered as G.A.P. Student

**‘Training’** means the training in analytical psychology offered by G.A.P.

**‘Trustee’** means a trustee of G.A.P.

**‘UKCP’** means The United Kingdom Council for Psychotherapy

**AUTHORITY OF THIS CODE**

The provisions of the Code of Ethics 2008 were agreed and enacted by the Members of G.A.P. at the Members Meeting on 7<sup>th</sup> July 2008 and take effect from that date. It replaces the previous Code of Ethics and Practice (revised 2003). Conduct prior to the date of commencement of the Code of Ethics 2008 continues to be regulated by the relevant Code of Ethics and Practice in force at the time of the conduct, however the procedures to deal with any complaint or grievance brought against any Member or Student of G.A.P. after 7<sup>th</sup> July 2008 shall follow the procedures laid out in the Complaints Procedure Code 2008 or the Grievance Procedure Code 2008 that were adopted on 7<sup>th</sup> July 2008.