



# The Guild of Analytical Psychologists

## The Guild of Analytical Psychologists

Code of Ethics

2020



## THE GUILD OF ANALYTICAL PSYCHOLOGISTS

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' (G.A.P.), the name was changed in July 2012.

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), and a member organisation of the International Association of Analytical Psychology (IAAP).

Enquiries to:

The Guild of Analytical Psychologists (G.A.P.)

144 Westbury Lane

Newport Pagnell

Bucks

MK16 8PT

UK

Telephone: +44 (0)118 922 2993

Email: [admin@analyticalpsychology.org](mailto:admin@analyticalpsychology.org)

Web site: [www.analyticalpsychology.org](http://www.analyticalpsychology.org)

### Equal Opportunities Statement

Members of the Guild of Analytical Psychologists are committed to an informed awareness of discrimination on any grounds, including age, disability, gender, marital or civil partnership status, pregnancy or maternity, race, colour, ethnic or national origin, religion or belief, sex or sexual orientation, and to addressing such discrimination.

This Code has been revised to bring it into line with the UKCP Code of Ethics and Professional Practice (2019) and Guidelines for Minimal Standards in Codes of Ethics For Group Members of the IAAP (iaap.org) Please note that new or updated Policies and Procedures cannot be applied retrospectively.

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# CODE OF ETHICS

## 1. INTRODUCTION

This Code provides the ethical standards required by the Guild of Analytical Psychologists (G.A.P). It begins with a general introduction. G.A.P.'s Code of Ethics cannot be seen independently of the UKCP Code of Ethics and Professional Practice (October 2019), nor of the IAAP Guidelines for Minimal Standards in Codes of Ethics for Group Members. As an organisational member of the UKCP, clinical practice cases are judged against the UKCP standards since formal complaints about registered practitioners' clinical practice are referred to the UKCP Central Complaints and Conduct Process. Further detail is given below.

### *Application of the Code*

This Code applies to all 'Relevant Persons'. That is:

- a) all Members of G.A.P.
- b) all G.A.P. Students and Trainees
- c) where relevant, 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)
- d) where relevant, all G.A.P. Trustees whilst acting in that capacity
- e) where relevant, Clinical Executors whilst acting in that capacity

The term "practitioner" is used to apply to G.A.P. students, trainees and qualified members practising psychotherapy unless otherwise stated.

### *Purpose of Code*

The purpose of this Code is to:

- f) maintain high standards of ethical practice for Members, Students and Trainees of G.A.P. when practicing Psychotherapy
- g) protect and inform Members of the public seeking and using their service
- h) 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 Trainees
- i) ensure that ethical principles are adhered to in the management and governance of G.A.P.
- j) ensure that relationships between colleagues including members, students and trainees are conducted within a sound ethical framework
- k) assist Relevant Persons with ethical decision making

*Knowledge of Code*

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

- l) new Members shall be provided with a copy of the Code on being accepted as a Member
- m) all Students and Trainees shall be provided with a copy of the Code on the commencement of training
- n) the Training shall include familiarising Students and Trainees with the terms of the Code and its importance in their professional life and the life of G.A.P
- o) Trustees shall receive a copy of the Code as part of their induction package
- p) 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
- q) Psychotherapists shall ensure that Clinical Executors are advised of the requirement to comply with the Code and how a current copy may be obtained
- r) 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

*Availability of the Code*

This Code and copies of the Complaints Procedure, Disciplinary Procedure and Grievance Procedures and other relevant ethical procedures shall be made available to anyone on request.

*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/UKCP Complaints and Conduct Process. This, in turn, may lead to the imposition of sanctions including, in the case of serious breaches, expulsion from G.A.P.

*Common areas of complaint*

Practitioners' attention is drawn to the common areas of complaint across the psychological and psychotherapeutic professions. These include issues relating to:

- Dual relationships where the practitioner or other relevant person has a dual or multiple relationship with a client or other relevant person. Examples include being the analyst and having a supervisory or training relationship alongside this
- Conflict of interest where the practitioner owes an allegiance to more than one person or organisation and where there is a conflict of interest between the allegiances. An example would be a commercial relationship between a practitioner and client
- Personal relationships - where the practitioner infringes or violates the trust of a client or others
- Unclear or inadequate standards of practice – where the practitioner 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 through for example engagement with social media

*Basic principles*

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

*Diversity and Equality*

G.A.P. aims to be an organisation that is welcoming and inclusive of all in the creation of a mutually beneficial, diverse community in which we can all thrive.

Members of the Guild of Analytical Psychologists are committed to an informed awareness of discrimination on any grounds, including age, disability, gender, marital or civil partnership status, pregnancy or maternity, race, colour, ethnic or national origin, religion or belief, sex or sexual orientation, and to addressing such discrimination.

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

## 2. CODE of ETHICS and PROFESSIONAL PRACTICE

This Code contains the standards of ethics, practice and conduct expected of all practitioners, and which must be followed whether you meet clients in person, online or otherwise. It is consonant with the minimal standards set out by IAAP.

**Should a concern arise about a UKCP registered practitioner’s practice, both members and registered trainees, it is against the UKCP standards that it will be judged, under the UKCP Central Complaints and Conduct Process. All formal clinical complaints are handled by UKCP. Therefore this Code follows their standards very closely so there can be no confusion in any complaints proceedings. Any additional recommendations by G.A.P. are signalled as such. Students and Trainees, not registered with UKCP, will also be judged against these standards if a fitness to practice complaint is brought against them, although G.A.P. will handle the complaint (see Fitness to Practice Procedure).**

The term ‘practitioner’ means qualified practitioners, and trainees in clinical practice.

The term ‘client’ includes individuals, couples, families or groups who engage in psychotherapy

or psychotherapeutic counselling, and in training activities. While 'analysand' is more commonly used by Jungian analysts, 'client' is used to cover the wide range of activities in which members engage, accepting that Jungian analysis is the primary activity.

The practitioner commits to engage with the challenge of striving for ethical practice and conduct, even when doing so involves making difficult decisions.

In the numbered points below, we set out the things we regard as key to ethical practice and have grouped them under these headings:

- Best interests of clients
- Professionalism
- Communication and consent
- Records and confidentiality
- Professional knowledge, skills and experience
- Social responsibility
- Trust and confidence

**As a practitioner you must:**

*Best interests of clients*

1. Act in your client's best interests
2. Treat clients with respect
3. Respect your client's autonomy
4. Not have sexual contact or sexual relationships with clients
5. Not exploit or abuse your relationship with clients (current or past) for any purpose including your emotional, sexual or financial gain
6. Not harm or collude in the harming of your client or the clients of others

*Professionalism*

7. Decline any gifts, favours, money or hospitality that might be interpreted as exploitative
8. Be aware of the power imbalance between the practitioner and client, and avoid dual or multiple relationships. Such relationships could be social or commercial relationships between practitioner and client, or a supervisory or training relationship running alongside the therapeutic one, which risk confusing an existing relationship and may impact adversely on a client. If a dual or multiple relationship is unavoidable, for example in a small community, take responsibility for clarifying and managing boundaries and protecting confidentiality. G.A.P. emphasises this: Give consid-

eration to transference issues and the analytic container in your dealings with clients and exercise appropriate restraint with regard to social contacts during therapy

G.A.P. notes with regard to dual relationships: When a student or trainee is in analysis with a member of G.A.P. that member shall ensure that nothing pertaining to the student or trainee relating to their analysis is shared with any other member or committee of G.A.P. To maintain the boundaries between analysis and a trainee's progression through the G.A.P. training, analysts, for example, will leave a meeting when their analysis and in training is being discussed. Written communication from a student or trainee must be kept confidential to the individual or Committee for whom it was intended unless the student or trainee gives their written permission for it to be shared with another Committee or individual.

9. Exercise all reasonable care before entering into a personal or business relationship with former clients, taking into account the time that has elapsed since therapy ended. Should such a relationship prove to be detrimental to the former client, you may be called to answer an allegation of misusing your former position.
10. Recognise that your behaviour outside your professional life may have an effect on your relationship with clients and take responsibility for critically examining these potential negative or positive effects to the benefit of the client.

*Communication and consent*

11. Provide in your advertising, and on request, a clear and honest statement of your relevant qualifications and your UKCP & IAAP registration and advertise your services accurately and in a responsible and professional manner, without exaggeration. Students and trainees must also state clearly that they are in training.
12. Ensure that the use of title such as "Doctor/DR" and post nominal initials after a name in communications are: accurate; indicate whether it is a medical or academic qualification; and reasonably informs the public of their relevance to the practice of psychotherapy.
13. Not make any claims which you cannot demonstrate to be true or include testimonials from clients in any advertising.
14. Explain to a client, or prospective client, your terms, fees and conditions and, have information readily available to clarify other related questions such as likely length of therapy, methods of practice to be used if any in addition to Jungian analysis, complaints processes and how to make a complaint, as well as arrangements for referral and termination of therapy.
15. Confirm each client's consent to the specifics of the service you will offer (e.g. frequency of sessions), through a clear contract at the outset of therapy. We do not specify a written contract but in the case of any conflict a clear written contract supports both the client and yourself. Help clients to understand the nature of any

## THE GUILD OF ANALYTICAL PSYCHOLOGISTS

proposed therapy and its implications, what to expect, the risks involved, what is and is not being offered, and relevant alternative options.

G.A.P. recognises that, while you need to do your best to adhere to the initial terms and conditions, the need to change them subsequently may arise. If so, renegotiate any changes and obtain mutual agreement. Where no agreement may be reached, you may terminate the psychotherapy subject to an appropriate notice period.

16. Do not intentionally mislead a client about the type or nature of psychotherapy practised.
17. Only participate in research about clients with clients' verifiable and informed consent before the commencement of therapy and research, clarifying the nature, purpose and conditions of any research in which clients are involved and in accordance with relevant codes and guidance. Pay particular attention to any additional guidance or special considerations which may apply to specific groups, such as children and young people.

### *Records and confidentiality*

18. Respect, protect and preserve clients' confidentiality. You must protect sensitive and personally identifiable information obtained in the course of your professional work.
19. Safeguard the welfare and anonymity of clients when any form of publication of clinical material is being considered and always obtain your client's verifiable consent in any case where the welfare or anonymity of a client may be compromised. This includes situations where a client or former client might recognise themselves in case material despite the changing of names or actual circumstances.
20. Make notes appropriate to the modality of therapy (here usually Jungian analysis) being practised, and keep records which are accurate, legible and timely. Keep clients' information confidential, subject to legal and ethical requirements, and discuss it only within appropriate professional settings.
21. Notify clients, when appropriate or on request, that there are legal and ethical limits to confidentiality, and circumstances under which confidential information might be disclosed to a third party. (Please see G.A.P. Safeguarding Policy). GAP requests that, if possible, you obtain the contact details of the client's General Practitioner at the start of analysis, making it clear to the analysand that the GP will not be contacted without their agreement except if a safeguarding issue arises, and, except in extremis, they will be notified that their GP is being contacted.
22. Consider obtaining legal and ethical advice in relation to providing information for judicial or administrative proceedings, and as to the potential impact that this could have on the commitment of confidentiality to the client, even when client consent is given.



## THE GUILD OF ANALYTICAL PSYCHOLOGISTS

General GDPR note: All relevant persons named in the preamble to this Code need to comply with the G.A.P. Data Protection Policy, and Privacy Policy obtainable from the Administrator. UK Practitioners who store client information electronically are required to comply with any statutory regulations within the Data Protection Act 2018, or the equivalent for members who practise in other countries. You are advised to consult the Information Commissioners' Office about whether you need to register with them.

### *Professional knowledge, skills and experience*

23. Offer only the forms of therapy in which you have had adequate training or experience.
24. Understand the limits of your competence and stay within them in all your professional activity, referring clients to another professional when appropriate. This includes recognising that particular client groups, such as children and families, have needs which not all practitioners are equipped to address.
25. Ensure continuing ability to practise by securing supervision and ongoing professional education and development sufficient to meet the requirements of UKCP, CPJA and G.A.P.
26. Ensure that you do not work with clients if you are not able to do so for physical or mental health reasons, or when impaired by the effects of drugs, alcohol or medication.
27. Make considered and timely arrangements for the termination of a therapeutic relationship, or if you are unable to continue to practise, ensuring that clients are informed and alternative practitioners are identified where possible.
28. Have arrangements in place for informing clients and, where appropriate, providing them with support in the event of your illness or death.

### *Social responsibility*

29. Actively consider issues of diversity and equalities as these affect all aspects of your work and acknowledge the need for a continuing process of self-enquiry and professional development.
30. Do not allow prejudice about a client's sex, age, colour, race, disability, communication skills, sexuality, lifestyle, religious, cultural or political beliefs, social economic or immigration status to adversely affect the way you relate to them.
31. Avoid behaviour that can be perceived as abusive or detrimental to any client or colleague based on the above factors.

### *Trust and confidence*

32. Act in a way which upholds the profession's reputation and promotes public confidence in the profession and its members, including outside of your professional life as a G.A.P practitioner.

## THE GUILD OF ANALYTICAL PSYCHOLOGISTS

33. Maintain an awareness of, and comply with, all legal and professional obligations and G.A.P and UKCP policies which apply to your practice.
34. Ensure that any communication in which you take part, and in particular your participation in social media, is carried out in a manner consistent with this Code (see G.A.P. Social Media Code).
35. Safeguard children and vulnerable adults, recognising your legal responsibilities concerning their rights and taking appropriate action should you consider any such person is at risk of harm.
36. Ensure that you are familiar with and understand G.A.P. and UKCP's published policies and guidance, in particular those on Safeguarding and on the Memorandum of Understanding on Conversion Therapy.
37. Challenge questionable practice in yourself or others, reporting to G.A.P. potential breaches of this Code, and activating formal complaints procedures especially where there may be ongoing harm to clients or you have significant grounds for believing clients to be at risk of harm.
38. Ensure that your professional work is adequately covered by appropriate indemnity insurance or by your employer's indemnity arrangements.
39. Co-operate with any lawful investigation or inquiry relating to your psychotherapeutic practice. Inform G.A.P. and UKCP if you are:
  - a. Charged with a criminal offence;
  - b. convicted of a criminal offence, receive a conditional discharge for an offence, or accept a police caution;
  - c. disciplined by any professional body or membership organisation responsible for regulating or licensing a health or social care profession; or
  - d. suspended or placed under a practice restriction by an employer or similar organisation because of concerns relating to your competence, health or practice of psychotherapy.

### DOCUMENT CHANGE RECORD

Date	Version	Change Details
June 2020	Version 2.0	Changes to 2019 version to bring in line with the UKCP Code of Ethics and Professional Practice 2019

**N.B. Please note new or updated Policies and Procedures cannot be applied retrospectively.**