

## Catharsis – Recruitment Policy

Catharsis is an Arts Therapy service established in 2004; we are based in Derby but aim to maintain a pool of freelance Arts therapists, Integrative Psychotherapists and therapists trained as Clinical Supervisors, who are available to work throughout the East Midlands and beyond. Catharsis actively seeks to grow as a business and as such may apply for tenders or to be approved to be on Frameworks throughout the country. Catharsis aim to have a pool of therapists with a variety of skills and experience to call on, as and when work becomes available. We offer a range of services including 1:1 therapy, group interventions, workshops, training and Clinical Supervision. Work can be in a variety of settings and may consist of short-term or long-term contracts.

Catharsis provides support services to children, young people and adults who require creative arts and other psychotherapies due to a wide range of difficulties. The quality of our service is important to us and as such we only wish to recruit therapists who we believe will maintain and enhance our excellent reputation in the East Midlands and beyond. All staff recruited into the Catharsis pool are required to operate within the organisational ethos and the policies and procedures set out by the Senior Leadership Team.

Catharsis employs therapists on a freelance basis. Freelance therapists are selected as a result of an application and rigorous interview process; they must come with relevant qualification, registration, DBS clearance, external clinical supervision and insurance. There is also an expectation that therapists are signed up to the DBS Update Service and registered with ICO, as data processors. A minimum of two references are sought prior to any contract being awarded and the qualification and contact details of the Clinical Supervisor are recorded on a Single Central Record for Catharsis therapists (SCR). Identity and the right to work in the UK is verified and also recorded on the SCR. 2nd year MA students wishing to have a placement with Catharsis will be required to provide their CV and attend for interview to assess their suitability. References are sought from the university and the first year Placement Supervisor as a minimum.

All Catharsis Arts therapists are governed by the HCPC (Health Care Professions Council) and are members of the governing body particular to their specialism (eg BADth British Association of Dramatherapists). In order to achieve HCPC status therapists are monitored in terms of education and training, character, health, standards of proficiency, continuing professional development, conduct, performance and ethics. All Integrative Psychotherapists are required to work in accordance with the ethical framework set out by BACP (British Association of Psychotherapists) or UKCP (United Kingdom Council of Psychotherapists).

Safeguarding is a priority consideration throughout the Recruitment process and there is a requirement that all therapists working for Catharsis will have undertaken some Safeguarding training and will have read the most current 'Keeping Children Safe in Education – Part 1' and 'What to do if you are Worried a Child is Being Abused' (2015). Further support and guidance is offered at induction.

The Recruitment Process includes the following:

- Advert
- Application
- Recruitment Event / Interview
- References
- Induction
- Review

Catharsis adheres to Data Protection Principles and as such therapists accepted into the Catharsis pool are informed of their data protection rights under GDPR. Staff personal data will not be shared with any 3<sup>rd</sup> party without permission. Application forms and other personal data will be kept on record for 2 years after application or last working date, whichever is the latest, and then deleted. In relation to personal data, all staff have a right of access, right of

rectification and right to erasure (this may be earlier than 2 years) under GDPR.

Catharsis is keen to support all staff working within the team; this includes promoting the skills and interests of freelance therapists and encouraging new and innovative ideas and suggestions. Given the emotional demands of Catharsis work, therapists are expected to be in their own therapy and are encouraged access internal support (SLT, peer groups, WhatsApp Team messages and reflective practice opportunities).

Catharsis has its own Arts Therapy Centre in Derby; we want this to be an inspiring environment and a great place for therapists to work. We encourage private practice, sharing of knowledge and skills, as well as use of our space for training. Therapists or other relevant professionals using the Catharsis Arts Therapy centre for private practice are also expected to work within the ethos of Catharsis. Fitness to practice, DBS check and due regard for Safeguarding is assessed as a precursor to private bookings of the Catharsis Arts Therapy centre.

Catharsis is firmly committed to diversity and equality in all areas of its operations. We are committed to promoting equality of opportunity both within our business and with our customers. New staff are encouraged to be honest with the Senior Management Team with regards to any additional or specific support needs they may have.

We seek to ensure that our organisation respects and includes everyone and that no customer or prospective customer, supplier or prospective supplier, contractor, student, temporary worker or job applicant receives less favourable treatment on the basis of:

- Age
- Disability and/or medical conditions
- Marital status
- Race
- Language
- Ethnic or national origins
- Religious belief
- Responsibilities for care of dependents/ pregnancy
- Sex (including gender reassignment)
- Sexual orientation
- Trade Union membership and/or political views or affiliations

We recognise that there may be other areas where people experience discrimination and we will actively work towards an anti-discriminatory environment. Our recruitment process aims to be as inclusive as possible and prospective staff are asked if reasonable adjustments may be needed.

Once accepted to the Catharsis pool of therapists, referrals can be made as appropriate. As freelancers, therapists are able to accept or decline work as they wish; acceptance into the pool does not guarantee work. All therapists working for Catharsis will be added to a Single Central Record (SCR); information from this spreadsheet may need to be shared with schools or other agencies – this will be done with the individual's consent. The frequency of DBS checks and attendance on Safeguarding training is recorded on the SCR and in 1:1 meetings. As a minimum, Catharsis SLT check that there have been no changes to DBS record for all current therapists on an annual basis.

Therapists working for Catharsis do so on a freelance basis and as such are free to apply for other work, where no conflicts of interest arise (see Staff Code of Conduct). It is a requirement of the Freelance Contract that secondary work is declared, in order that conflicts of interest can be avoided.

### **Termination**

Grounds for removal from the Catharsis pool of therapists include:

- Gross misconduct

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- Lapsed registration/insurance
- Non-compliance with Catharsis ethos and policies

The Catharsis Management Team are happy to provide references for therapists currently working for us, or therapists who ceased working within 12 months of the request.

### Review

| Implementation / Review date | Reviewers        |
|------------------------------|------------------|
| August 2025                  | Hannah Robertson |
| Next Review date             | Keren Adler      |
| August 2026                  |                  |