



**HEALTHCARE PLAY SPECIALIST
EDUCATION TRUST**

&

**NATIONAL ASSOCIATION OF HEALTH
PLAY SPECIALISTS**

**CODE OF PROFESSIONAL CONDUCT FOR
REGISTERED PRACTITIONERS
AND STUDENTS**

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INTRODUCTION

This document replaces the Health Play Specialist Code of Professional Conduct amended April 2013. It is for all Registered Health Play Specialists and Students. Our registrants work in a range of different settings, which include direct practice, management, education, and research. They also work with a variety of different people, including patients, clients, carers and other professionals.

The Code of Conduct upholds the National Occupational Standards for the profession. Registrants must maintain their own professional registration in order to maintain the reputation of the profession. This is in respect to their knowledge and skills and their personal character and conduct.

The Code of Conduct contains principles that the Health Play Specialist must uphold in all aspects of their work in the workplace and in public life, whether working with individuals, groups, families or professionals.

Registered Health Play Specialists commit to upholding the principles within the Code of Conduct when registering with HPSET and also when renewing their registration.

The principles are designed to help and support safe and effective practice in the workplace. They are designed to help safeguard the public and the Health Play Specialist. Registered practitioners who mentor students must use the Code of Conduct to help students know and understand what it means to be a Registered Health Play Specialist.

As a Registered Practitioner you must make sure that you are familiar with the standards and that you continue to meet them. If you are applying to be registered, you will need to sign a declaration to confirm that you will keep to the standards once you are registered.

As a registrant, you are personally responsible for the way you behave. You will need to use your judgement so that you make informed and reasonable decisions and meet the standards. You must always be prepared to justify your decisions and actions. Making informed and reasonable decisions might include getting advice and support from colleagues, education providers, employers, professional bodies, trade unions or other people. This often includes providing guidance and advice about good practice, which can help you meet the standards.

PRINCIPLE 1 - CONFIDENTIALITY

Confidentiality is a fundamental aspect of your role as a Registered Health Play Specialist. It is your duty as a professional to ensure that children and young people are safeguarded. Their information must be protected and handled lawfully and appropriately. It is only to be shared with other identified professionals.

To achieve this, you must: -

- 1.1** Comply with all aspects of the Data Protection Act and its subsequent amendments and with your employer's Data Protection Policy, guidance and advice.
- 1.2** Respect the privacy and dignity of children, young people, their carers and families, as individuals, in your professional practice. Demonstrate this is the way you interact with them.
- 1.3** Uphold public trust and confidence by maintaining appropriate personal and professional standards. For any situation involving Safeguarding, Prevent, or where you have concerns, it is your responsibility to disclose and escalate information.
- 1.4** Comply with your employer's policies by working in partnership with other identified professionals. Where appropriate include the child or young person in the decision-making process.
- 1.5** Respect confidential information obtained in professional practice. Refrain from disclosing such information in any form or setting unless it is required by law and is in the public interest.
- 1.6** Adhere to your employer's Confidentiality, Safeguarding and Prevent policies.
- 1.7** Be responsible for maintaining and evidencing your annual mandatory training.
- 1.8** Be responsible for maintaining confidentiality and data protection at work in all forms of communication. This includes your use of the spoken word, all forms of documentation and when using information technology.

1.9 Be responsible for your use of social media and networking sites. You must use all forms of communication appropriately and responsibly, including social media and networking websites. Breaches of confidentiality or propriety can have profound consequences for your professional registration and practice.

PRINCIPLE 2 – ETHICAL PRINCIPLES, EQUALITY AND DISCRIMINATION

Treating children, young people, families and colleagues fairly, regardless of their individual race, culture, economic status, lifestyle, sexual orientation, beliefs or religion. Respecting another's personal identity is paramount to the role of the Health Play Specialist. Treating someone fairly by respecting and valuing them as individuals, regardless of any other factors, helps to safeguard the equality, objectivity and standard of care and professionalism you provide.

To achieve this, you must: -

2.1 Demonstrate positive behaviours and show decorum both professionally and outside of the workplace.

2.2 Avoid making assumptions and judging others and their situation(s).

2.3 Where you have concerns regarding the wellbeing of others and their capacity to act within their role and take rational decisions, you must escalate your concerns to a person at an appropriate level in a timely manner.

2.4 Respect other professionals and the public; be polite and considerate. To ensure care is delivered effectively, work in partnership by sharing your skills, knowledge and expertise where appropriate.

2.5 Treat children, young people and their families and carers with respect and compassion.

2.6 Respect and uphold Human Rights legislation and act accordingly. Treat patients without delay but with due consideration to individual needs.

2.7 Act with integrity and honesty.

2.8 Work up to and within the remit of your professional boundaries as a Health Play Specialist in any setting.

2.9 Recognise and take steps to deal with any matter in the workplace or in your personal life that may affect your capacity as a professional to operate effectively and make rational decisions.

PRINCIPLE 3 - DUTY OF CARE AND PROFESSIONALISM

'Duty of care' is a legal obligation. Breaching your duty of care carries significant consequences for you as a professional.

To achieve this, you must: -

3.1 Know and be compliant with all your employer's policies, advice and guidance.

3.2 Be responsible for maintaining your registration and continually reflect and improve your practice. You must keep up-to-date with revised and new legislation, policies, advice and guidance.

3.3 Work up to and within the remit of your professional boundaries as a Health Play Specialist in any setting.

3.4 Be responsible and inform appropriate practitioners in a timely manner if the care or treatment you are expected to provide, or are providing, is not within the scope of your professional boundaries or expertise.

3.5 Refer and delegate to appropriate practitioners wherever you find yourself compromised by a lack of skills or knowledge or to maintain objectivity and professional boundaries.

3.6 Be responsible for sharing all your professional interactions, insights and observations with other identified professionals. Your information contributes to the management and the care provided for a patient. You must keep accurate and contemporaneous records.

3.7 Avoid conflicts of care and interest within and outside the workplace.

3.8 Personal gifts should be recorded formally in line with local Trust policies to ensure they are not interpreted as seeking favour.

PRINCIPLE 4 – ACCOUNTABILITY

You must be aware of your actions and behaviours at all times. You should treat people as you would like to be treated and in a way that does not cause them harm or distress. You must remain objective within your role and ensure professional boundaries are met; by doing so you will be able to demonstrate professional accountability and autonomy.

To achieve this, you must: -

4.1 Be responsible for your own actions.

4.2 Ensure no act or omission is detrimental to the condition or to the safety of children and young people in your care or their families and carers.

4.3 Take all reasonable steps to reduce the risk of harm to service-users, carers and colleagues, as far as possible.

4.4 Only delegate work to someone who has the knowledge, skills and experience needed to carry it out safely and effectively. You must continue to provide appropriate supervision and support to those you delegate work to.

4.5 When working with students you must ensure that adequate support and guidance is provided so that safe practice can be monitored and maintained.

4.6 Do not do anything, or allow someone else to do anything, which could put the health or safety of a service-user, carer or colleague at unacceptable risk.

4.7 Make changes to how you practise, or stop practising, if your physical or mental health may affect your performance or judgement or put others at risk for any other reason.

4.8 Be open and honest when something has gone wrong with the services that you provide. Where appropriate, you must inform the child, young person and family that something has gone wrong; apologising and taking action to put matters right, if possible. Follow your employer's policies and guidelines in the reporting and dissemination of information.

PRINCIPLE 5 – STANDARD OF PRACTICE

Children, young people and their families are at the centre of the Health Play Specialist role. Through the delivery of quality and effective services using the professional standards, good practice will be identified and delivered.

The standards identify the skills, knowledge and competencies required by a registered Health Play Specialist.

To achieve this, you must: -

5.1 Take responsibility to meet the Professional Occupational Standards.

5.2 To support standards of practice you must take every opportunity to maintain and improve professional knowledge and competence.

5.3 Work in a collaborative and cooperative manner with other professionals, respecting and recognising their expertise and contributions.

5.4 Be responsible for the sharing of all your professional interactions, insights and observations with other identified professionals. Your information contributes to the management of the care provided for a patient. You must keep accurate and contemporaneous records.

5.5 Listen to service-users, their families and carers and take account of their needs and wishes.

5.6 Give children, young people and their families and carers the information they want or need, in a way they can understand.

5.7 Encourage and help service-users, where appropriate, to maintain their own health and well-being, and support them so they can make informed decisions. Make sure you have consent.

5.8 Ensure that quality play services can be delivered. You must comply with your employer's policies and guidelines on personal and professional standards relating to dress code, personal hygiene and working practices of time-keeping and rotas.

PRINCIPLE 6 – SAFEGUARDING AND WELFARE

The welfare and safeguarding of the children and young people and vulnerable adults in your care is paramount to your role. You must know and understand your employer's safeguarding and welfare policies and abide by these at all times.

To achieve this, you must: -

6.1 Be responsible for ensuring that you undertake mandatory training and produce evidence that you have done so.

6.2 Be responsible for ensuring that you have access to a copy of your employer's policies and that you review them for any updates.

6.3 Be responsible for ensuring that, when you work alone, you comply with your employer's policies.

6.4 At all times safeguard the wellbeing and interests of children, young people and their families and carers, taking into consideration the physical, psychological and social effect of the environment and situation.

6.5 Seek advice from your line manager and occupational health advisor if your physical or mental health may affect your performance or judgement, or put others at risk for any other reason.

PRINCIPLE 7 – PROFESSIONAL REGISTRATION

The core purpose of Professional registration is to maintain public safety and to set the standards for the profession. Registration promotes continued professional development and is recognised as good practice. It is the current requirement of all registered Health Professionals.

HPSET requires Health Play Specialists to re-register with HPSET every year, with the submission of an audit profile once every three years. We use the principles and standards of conduct, performance and ethics to help us decide whether we need to take action to protect the public.

It is your responsibility to ensure that your registration is maintained and renewed within the designated timescale. Information on the process can be

found on the Healthcare Play Specialist Education Trust website, as well as on your personal page of the website.

To achieve this, you must: -

7.1 Be responsible for maintaining your registration and continually reflect and improve your practice. You must keep up-to-date with revised and new legislation, policies, advice and guidance.

7.2 Be responsible for developing and maintaining a portfolio of professional practice. You are required to undertake continual professional development (CPD). The professional portfolio will be called for auditing once every three years when you re-register as a Health Play Specialist. (The profile will be submitted via your personal page of the HPSET website.)

7.3 Falsification in the registration and re-registration application process is a violation of the Code of Conduct and may revoke your registration.

7.4 Be responsible for ensuring that you deliver practice to the professional standards outlined by the Professional Standards, and by meeting all the principles of the HPSET Code of Professional Conduct. This includes maintaining timely re-registration. The violation of any of these principles or standards will result in the Healthcare Play Specialist Education Trust notifying your employer of your failure to re-register.

7.5 Report a breach of the Code of Conduct resulting in a disciplinary process with your employer or any police caution.