



# Welcome to the Children's Therapy Centre



# Centre Handbook

- CTC handbooks and online materials are designed to give you information about CTC and about the course you are undertaking. Please read carefully.
- We welcome your questions.
- Request any information which will assist you to reach your learning goals while a trainee with CTC.
- We welcome your feedback on the handbooks and their usefulness to you.
- If you do not find information you need in the handbooks please ask a member of staff.

## **Schedule and Necessities (1)**

- Start time on day 1 is 10am. Some days we may have a 9am or 9.30am start.
- We finish by 5.30pm – unless otherwise specified by arrangement.
- Directions and local information can be found at the back of the Centre handbook. CTC does not book accommodation; the list of possible places to stay provided is merely for your convenience.
- If you need a lift OR if you can offer a lift, please, let the centre know and CTC will attempt to facilitate initial contact. Park with consideration.

## Schedule and Necessities (2)

- Please bring the following: a special journaling book for writing and drawing, a ring binder, an A4 pad and a pen/pencil. Wear comfortable clothes – remember they may get paint stains!
- The centre provides tea & coffee for breaks, morning and afternoon.
- Break times are flexible and are taken when it suits the flow of the work.
- All trainees help with tidying up after breaks, lunch, exercises, and at the end of the day.

## Purchase of Play Therapy Resources

**CTC facilitates trainees to purchase certain necessary resources as they become available**

- **Books:** there may be opportunities to purchase a small selection books on core theory and also supporting materials from a number of publishers.
- **Puppets:** a range of puppets are available from time to time at the centre.
- **Other:** from time to time, as the opportunities arise, CTC will facilitate students in purchasing play materials.

# CTC Library

- CTC provides a range of books through its library service.
- Trainees may join the library for a fee of €30 for a year's membership. This money is used to purchase new books and multiple copies of core theory books for the library.
- Each member of the library will have a page in the library folder. Members can borrow up to 4 books at any one time.
- Books can be borrowed for the length of time from one module to the next. All books should be returned by the end of the year.
- Books should be returned to Noel between 1.30 and 2pm on the 1<sup>st</sup> day of each module. He will re-enter them on the database and you can replace them in the library.
- If a member has an URGENT need of a book please let the centre know and if it is possible to obtain the book in the time available the centre will attempt to do so.
- Non-library members may borrow books overnight during modules. Please complete record form in library folder.



# **The Children's Therapy Centre Mission Statement.**

**As a  
Centre of Excellence**

**The Children's Therapy Centre**

**is Ireland's foremost provider of  
specialised training, consultancy, and direct services in**

**Therapeutic Play, Play Therapy, Psychotherapy  
and**

**Creative Approaches to Therapeutic Work**

**to the highest possible national and international standards.**

# Equality & Diversity

The Children's Therapy Centre welcomes all who request the use of our services.

The Centre promotes the enrichment of experience for students, clients and staff integral to diversity of culture, ability, beliefs and approaches to living

The Children's Therapy Centre aims to make all services available to all potential service users irrespective of race, ethnic origin, disability, religious affiliation, gender, gender identity, age, marital status, family status or social class

The Children's Therapy Centre undertakes to make all reasonable provision to enable a diversity of access for all requesting the use of the services provided by the centre.





# The Children's Therapy Centre

- Encourages everyone who comes to the centre to treat each other respectfully
- Encourages everyone to manage interpersonal issues respectfully and tactfully
- Believes that interpersonal issues are best handled by the people directly involved

# Managing Difficulties

It is the policy of The Children's Therapy Centre to have zero tolerance for acts of bullying and intimidation, whether verbal, emotional, psychological or physical.

The Children's Centre will take all necessary actions to eliminate such behaviour from the ethos and environment of the centre.

This policy governs any acts of inter-staff bullying, inter-student bullying, staff-student bullying, student-staff bullying, which occur within the centre.

# Responding to Grievance

The Children's Therapy Centre recognises that, from time to time, a person may feel aggrieved in relation to one or more of the services provided by the centre. Such instances may arise either from service users, commissioners of services or staff.

The centre takes all such instances seriously and undertakes to act in all reasonable ways to bring such instances to resolution as quickly as circumstances permit.

# Health, Safety & Welfare Statement

The Children's Therapy Centre has a duty of care in the areas of Health, Safety and Welfare to all who use the services provided by the centre.

We undertake to provide premises which meet the highest possible standard and to maintain and monitor standards of Health, Safety and Welfare on a continuous basis for the benefit of all who use our services.