

Reflective Account as a Fitness to Practise Condition

This factsheet will help registered workers and employers understand what a reflective account condition means on a worker's registration.

We are committed to promoting equality and valuing diversity.

We want our processes to be fair, transparent and objective.

Please contact the person who sent you this factsheet if you need this document in a different format or to discuss how we can help you further.

We want to know if you are affected by illness, disability or any other factor which may fall into the category of protected characteristics and that may impact on our investigation process in any way.

Protected characteristics can mean, age, disability, gender reassignment, marriage and civil partner, pregnancy, race, religion, sexual orientation, according to the Equality Act 2010.

A reflective account is a condition that we can place on a worker's registration at the end of a fitness to practise investigation.

A reflective account is often required when we want a worker to think about their conduct and learn and improve. It can enable a worker to show insight and learning from what has happened and what they would do differently now. A training condition can also be given alongside a reflective account to allow the worker to show what they have learnt and how it will inform their future practice and reassure the SSSC that the behaviour of concern will not be repeated.

As part of requiring a worker to write a reflective account, we may ask the worker to show:

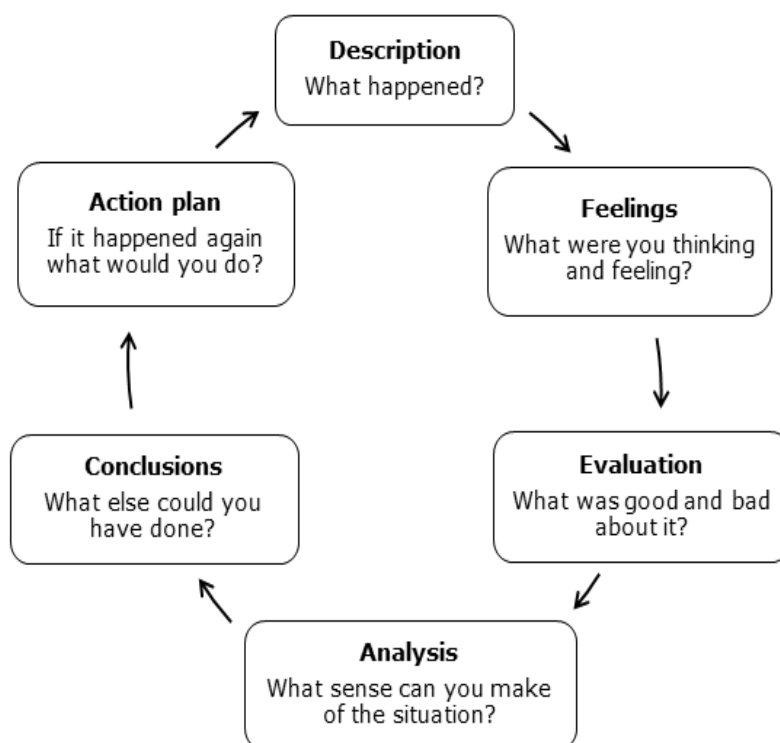
- that they understand why their behaviour or approach to their work was wrong
- that they understand the impact of their behaviour on others
- that they understand how their behaviour could impact on the trust and confidence placed in them as a social services worker
- what they have learned since the proven allegations
- what they would do differently in future to reassure the SSSC that the behaviours of concern will not be repeated.

How will a worker know what they need to do?

The details of any conditions on a worker's registration will be in the Notice of Decision. We will send this to the worker and their current or most recent employer at the end of a worker's fitness to practise investigation.

We understand not everyone will be familiar with reflective writing. More information on reflective practice [can be found on our website](#).

You may find the steps in this diagram helpful when writing a reflective account.



Reflective accounts should be sent to us at ftp@sssc.uk.com

We will assess the reflective account against what we asked for in the condition. This is to make sure all the requirements of the condition have been covered. We will also assess the standard of the reflective account in line with a worker's role and experience.

If a reflective account does not meet the required standard, we will tell the worker and offer support and guidance. They will then resubmit their reflective account.

Responsibilities

The worker is responsible for meeting the condition(s) placed on their registration. Employers can also offer support where appropriate.

The SSSC Codes of Practice include the following responsibilities for both social service workers and employers relevant to professional learning and development.

Employers must:

- 3.4. Support workers who need to be registered with the SSSC to meet the conditions of their registration and the requirement for continuous professional learning and development.

Workers must:

- 5.1. Meet relevant standards of practice and work in a lawful, safe, and effective way.
- 5.6. Maintain continuous professional learning to improve knowledge and skills and contribute to the learning and development of others.

Use of artificial intelligence (AI)

Your reflective account must be your own work, written in your own words, and based on your personal experiences, learning and reflection.

You may use AI to help with spelling, grammar or how your work is structured. However, you should not use it to generate content or shape your reflections. Reflection is a key part of this condition, and overuse of AI may mean we cannot be confident that the work is genuinely your own.

Your reflective account is not a test of your writing ability and we do not assess spelling, punctuation or grammar. Our focus is on whether your submission meets the requirements of your condition. As long as your reflections are clear enough for us to understand, that is all that is needed.

If you feel unsure or need support, we encourage you to speak with your manager, supervisor or an experienced colleague who can review what you have written before submitting it to us.

If you have used AI in any way, you must declare to us:

- that you have used AI, and
- how you have used it.

Things to check/be aware of

- Check the start and end date of the condition.
- Make sure the content of the reflective account covers **all** parts of the condition.
- Check timescales for sending your reflective account to the SSSC.
- The content of the condition will always be linked to the allegations proven and highlighted in the Notice of Decision. If the reflective account does not talk about the behaviour of concern, it is unlikely to meet the requirements of the condition.

Further support

A member of our Registration, Hearings and Improvement (Sector) Team will contact the worker at the start of their condition to offer support and guidance. Please contact the team at the earliest opportunity or at any time during your condition if you have any questions or concerns regarding conditions. They will be happy to help both workers and employers. Please email ftp@sssc.uk.com

Please mark all correspondence and queries regarding conditions for the attention of the SSSC RHI Sector Team.

More information

Find more information about our fitness to practise processes on our website www.sssc.uk.com

You may also find this document helpful:

- [Fitness to Practise Factsheet 3 - Sanctions](#)

If you would like a printed copy of any document, please contact your caseholder.