



Association of
Tongue-tie Practitioners®

Educate · Support · Care

ATP Constitution-Appendix 3

ATP Directory and Listings Policy (December 2025)

Version	Date	Reason for Review	Review Timeframe
1.0	10 th October 2023	New Policy	December 2023
1.1	15 th December 2023	Amendments Review	March 2024
1.2	11 th March 2024	Annual Review	March 2025
1.3	August 2025	Annual review and temporary revision until legal advice confirmed	4 Months
1.4	September 2025	Revisions legal advice sought	September 2026

The purpose of this policy is to ensure that the parents, families, and service-users we serve, have full awareness and access to the services available to them, and to encourage and support the provision of tongue-tie services across the UK.

The ATP constitution 3.1 states:

“The objects of the CIO (Objects) are, for the benefit of the public, to promote and protect the physical and mental health of infants with tongue-tie and their families, in particular (but not exclusively) by:

(a) increasing the awareness and availability of skilled and expert support in respect of infant tongue-ties and the options for resolution, including via tongue-tie division (frenulotomy)”

This policy is to be further considered in line with the ATP Constitution (part 10; Membership of the CIO).

Background

As our organisation continues to grow, it has become necessary to ensure that the directory listings remain in-line and concurrent with the criteria as set by our regulatory bodies.

There have been reports of clinics being listed by members in the past that do not exist or are not current on their websites which has caused concern and a potential disservice to

families and other ATP members. We hope that by providing these criteria for listing that any confusion is less likely to happen.

Criteria for listing:

To help make the directory fair and equitable to all users, the ATP require the following criteria prior to acceptance into the ATP directory.

For clarity of terminology

Professional Regulatory Bodies are:

- Nursing and Midwifery Council (NMC),
- General Medical Council (GMC),
- General Dental Council (GDC).

(There are 9 professional regulatory bodies in the U.K; however, surgical procedures must fall into the scope of the provider's professional regulator in order to practice, of which these 3 are the only ones currently applicable).

Service Regulatory Bodies (UK) are:

- Care Quality Commission (CQC),
- Healthcare Improvement Scotland (HIS),
- Healthcare Inspectorate Wales (HIW),
- Jersey Care Commission (JCC) or
- Regulation and Quality Improvement Authority (R&QIA).

1. All members are required to provide their full professional name as it appears on their professional regulatory body's register. This will include all middle names if that is how it appears on that register. Should a member not wish for their middle names to be visible in the ATP directory, they may be added in as initials and will be followed by their professional credentials.

Should a practitioner wish to include their preferred name to their listing, this can be included in brackets, i.e: Joseph (Joe) Bloggs RM, IBCLC.

Business/company names are to be inputted into the first line of the member's location address which allows the directory to search by company name too. Any prefix to a practitioner's name will be removed as all credentials are listed (for example 'Dr').

2. All members must be registered by their professional regulatory body, and their registration status must be current and active (ie nurse, doctor, dentist or health visitor-with active registration to NMC, GMC, or GDC). The member's professional PIN number must be provided on the form. In instances where a member has dual/multiple registrations, either profession can be used on the submission form because they are given the same PIN number for that professional body. All recognised and current qualifications can be listed as their credential(s), which will be displayed as abbreviated letters following their professional name. Members who also hold International Board-Certified Lactation Consultant (IBCLC) accreditation are required to provide their credential number. The speciality of a doctor should be

disclosed (surgical or medical are the only variations accepted) and the level of award will not be displayed.

3. All members are required to provide the service 'certificate number' (HIS/R&QIA) or the 'provider ID' (CQC / JCC) as registered with their service regulatory body (e.g., CQC, HIS, JCC or R&QIA) for the areas of the UK they work.

NB – this will not be required from members who reside and work in Wales until Healthcare Inspectorate Wales (HIW) begin regulation however will be required if members reside in Wales but work within a country that legally requires it.

Members who are employed, or with a 'contract for services' arrangement will need to:

- Provide their employer / registered provider's / organisation's registration details as above,
- Complete the acknowledgement form as found on our website (APPENDIX A). This should then be uploaded onto the 'Directory application form' in the usual manner.
- Clearly display on their website or social media link that they are regulated through the registration of their employer / organisation, the accountability pathway and link to the relevant complaints policy.

Doctors who have a "Practising Privileges" arrangement will need to:

- Provide their employer / organisation's registration details as above,
- Complete the acknowledgement form as found on our website (APPENDIX B). This should then be uploaded onto the 'Directory application form' in the usual manner.
- Clearly display on their website or social media link that they are regulated through the registration of their employer / organisation, the accountability pathway and link to the relevant complaints policy.

This is so that when members of the public do their searches, they are aware of how each practitioner is regulated and if necessary, how to provide feedback, such as a compliment or complaint.

This information forms the member's 'evidence' of service regulation and is different from evidence of the tongue-tie service/base location.

4. One member name is allowed per listing. Should a member hold a service with one or more members, then each member will need to be listed and pay separately.
5. Each member is responsible for ensuring that their services are covered by both professional indemnity and public liability insurances. To confirm they hold current professional indemnity insurance, members must tick the relevant checkbox on the application form, whether these policies are arranged directly by the member or provided through an employment agreement.

6. When listing a **home visiting** service, members may only list ONE postcode of their choice. To 'catch' a wider catchment area they may consider widening their mileage or adding additional clarifications on their website. The radius of travel is set at the member's own preference and is a maximum mileage in terms of distance rather than travel time. The default search is set at 30 miles and can be adjusted by those searching.
7. When listing a **clinic service**, we will need evidence detailing the member's name and the address of the clinic venue. Only one piece of 'evidence' is necessary per clinic service offered. Any form of unamendable documentation is accepted that has the member's name/organisation name and full CLINIC VENUE address visible and must be related to the tongue-tie service that you offer. (Examples may include a headed letter from the venue, an email direct from the venue detailing the arrangement, terms of a venue contract (signed by both parties), an invoice in the member's name detailing the clinic address to be evidenced, copy of a contract to the building (signed by both parties), their 'Public Liability' insurance agreement for the registered clinic address, or an equipment order i.e. scissors invoice. This may also be evidenced by displaying the frenulotomy service details - inclusive of the clinic venue address and postcode on the member's website).
8. Members (**all listing services**) are required to submit 'evidence' that their service exists. This ensures that the new directory is accurate and up to date, but also as this is where the service regulator may attend to inspect the service. Only one piece of unamendable 'evidence' is necessary per service offered. This 'evidence' could be an invoice in the member's professional/business name with the address and postcode detailed and not be dated older than 6 months.
(Examples may include a copy of an invoice for equipment i.e. scissors/clinical waste collection, or by displaying the frenulotomy service details on the member's website-inclusive of the clinic venue address and postcode or postcode only for home visiting services).

Personal bank statements and utility bills with differing postcodes to the service postcode to be added to the directory are not accepted. Regulatory body certificates are evidence of regulation and not evidence of your tongue-tie service.

If this evidence has already been produced as part of point 7, that will suffice.

ALTERNATIVE POSTCODES (HOME VISITS)

Should members wish to offer a home visiting service, but do not wish for a homebase postcode to be visible in the ATP directory, 'evidencing' an alternative postcode that they do not manage is more complex.

Accepted evidence could be:

- a) Showing the alternative postcode advertised on their personal, or their employer's website.

- b) If they have chosen their accountant's postcode then evidence linking their name / company name with the accountant will be needed.

Should a practitioner be unable to provide evidence of the service through EITHER an invoice upload OR the full postcode displayed on a website, the service is suspended from the directory until it can be provided, or an alternative service postcode is evidenced.

9. Within the member's listing a link can be included to either their website or a social media link that is specific to their service and not a closed or private group. Only one URL link is permitted per listing. The link provided must display that you offer frenulotomy as a service.
10. Doctors with a "Practising Privileges" arrangement or members who are employed by a regulated company, will need to detail their employer / organisation's name and website (for reference purposes) within their listing as well as their personal website or social media link and company name.
11. Members may list one service for their annual fee, and any additional listings will incur a further nominal fee annually. There is no upper limit for private clinic entries; providing that they can evidence each clinic appropriately. Only one listing is permitted for home visits.
Directory listing amendment fees apply but there remain no charges for NHS listing entries.
12. NHS listing entries will need to include generic service contact details to avoid the need for frequent updating. Referral criteria are encouraged to be disclosed for upload to the ATP website. The referral criteria are visible on the directory for public viewing and will be copied directly from the submission form.
13. One form submission per service or for each clinic location is required.
14. All service directory entries must be in located in the U.K.
15. All forms in the 'Members area' of the website must be completed by the registered ATP member. To ask staff members to complete this information on a member's behalf would mean that they must disclose the 'Members area' password, which is prohibited. Should members require assistance in completing their forms they are encouraged to contact the Listings officer (listings@tongue-tie.org.uk).

Data protection

The ATP will not share any personal identifiable data or documents outside of the organisation without a member's agreed consent. The ATP will comply to the 'Privacy & Cookies notice' as found at <https://www.tongue-tie.org.uk/privacy-and-cookies-notice>.

Maintaining an up-to-date listing

Members are responsible for keeping their listing up to date and will need to inform the listing secretary (listings@tongue-tie.org.uk) at their earliest convenience of changes to their listings within the directory by using the relevant forms submitted through the website. (<https://www.tongue-tie.org.uk/directory-amendment-form>). One amendment form per service or for each clinic location is required. The ATP may undertake spot checks at its discretion to verify the accuracy of information provided.

In the event that a listing is identified as inaccurate or misleading, the member will be notified by email and requested to confirm or amend the details. If no response is received, or the matter is not rectified within fourteen (14) working days of notification, the ATP reserves the right to remove the listing from the directory without further notice.

Repeated submission of false or misleading listings may result in suspension or termination of membership. In such cases, no refunds will be issued.

Should payments for listing and membership to the ATP organisation lapse, the ATP can temporarily suspend membership and any active directory listings until further payment has been arranged and received.

If your payment plan is cancelled, your listing will become inactive. To keep your membership and listing ongoing, your payment mandate must remain active for the full 12 months of the year. If the mandate is cancelled, a new one may need to be set up to ensure your membership continues and the full 12 months is covered. The Membership Secretary will contact you personally before any cancellation is confirmed.

Compliance

ATP members are autonomous and accountable to families, regulatory bodies, and themselves and so any suggestion of a breach in the way services are listed is taken very seriously. It could be considered as dishonest and fraudulent behaviour not only by ATP but also by colleagues and regulatory bodies. Service regulators also have the right to spotinspect any advertised service unannounced and work closely with other professional regulatory bodies too (such as NMC, GDC or GMC) who may consider investigating such matters further.

ATP Members who advertise a non-existent service type will be subject to the ATP professional code of conduct policy (<https://www.tongue-tie.org.uk/constitution>). The ATP committee reserves the right to remove any listing and/or membership without refund, and members may also be referred to their professional regulatory and service regulatory bodies for further investigation should this be felt necessary. As per the ATP constitution Part 10 'Membership of the CIO' section; an independent arbitrator service appointed by mutual agreement and the right to appeal remain applicable.

The NMC code of conduct is structured around four themes that set common standards of conduct and behaviour by those on their register. The ATP concurs with these principles, and these standards are considered applied to our members regardless of their regulatory body.

1. Prioritise people.
2. Practice effectively.
3. Preserve safety.
4. Prioritise professionalism and trust.

All services/members are subject to randomised checks to ensure their service meets with these standards and to ensure that the directory remains current and up to date.

Any requests or changes to this document is recommended to be put in writing and addressed to our listing secretary_listings@tongue-tie.org.uk for consideration, and any proposals are forwarded for the next ATP meeting for comments and voting.

This policy will be reviewed annually at our AGM or member's meeting in line with the ATP constitution.

Cessation of Directory Listing

If a member wishes to discontinue their directory listing, the following process should be followed:

1. Written Notification:
The member must provide written notice to both the Listing Officer and the Membership Secretary using the relevant section within the 'Amendment form' in the members area of the ATP website; stating their intention to be removed from the directory. This notice must include:
 - a) The effective date from which removal is to take place; and
 - b) Details of the specific listing(s) to be discontinued.
2. Subscription Fees and Payments:
 - a) Subscription fees are non-refundable, regardless of the date on which a listing is discontinued.
 - b) Members are responsible for cancelling their own annual subscription payments directly with their bank or payment provider.
Please note: Whilst the ATP can cancel your mandate on your behalf, if a previously arranged subscription payment is collected before the cancellation is processed, any refund request is not guaranteed and would be referred to the ATP treasury team for consideration.
 - c) If you also wish to end your membership, please be aware that this requires two separate cancellations—one for the directory listing mandate and one for the membership plan.

Useful links: <https://www.tongue-tie.org.uk/constitution>

<https://www.tongue-tie.org.uk/directory-application-form>

<https://www.tongue-tie.org.uk/directory-amendment-form>

<https://www.tongue-tie.org.uk/nhs-listings-application-form>

<https://www.tongue-tie.org.uk/privacy-and-cookies-notice>

<https://www.cqc.org.uk/news/providers/briefing-providers-tongue-tie>

https://www.cqc.org.uk/sites/default/files/20150428_scope_of_registration_independent_medical_practitioners_working_in_private_practice.pdf <https://www.cqc.org.uk/guidance-providers/scope-registration-who-has-to-register>

<https://www.cqc.org.uk/guidance-regulation/providers/registration/scoperegistration/general-exceptions-and-exemptions-registration/medical-practitionersindependent>

Appendix A Form for contracted employment Directory Listing (Page 1 of 2)



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Employment / Contract Confirmation Form

To meet legislative requirements, companies or individuals undertaking frenulotomy procedures within:

England: require CQC registration for the regulated activity of ‘Surgical Procedures’ as defined in paragraph 6 of Schedule 1 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (“the Regulations”).

Scotland: require registration with HIS under the Public Services Reform (Scotland) Act 2010, and Healthcare Improvement Scotland (Requirements as to Independent Health Care Services) Regulations 2011.

Northern Ireland: require registration with R&QIA under the Health and Personal Social Services (Quality improvement and regulation) (Northern Ireland) order 2003.

Wales: independent healthcare services are regulated by Healthcare Inspectorate Wales (HIW) under the Care Standards Act 2000, though frenulotomy is not currently listed as a regulated activity.

Practitioners wishing to work under another provider’s registration must hold a valid contract of employment or contract for services. This form is for both parties to complete and sign to confirm this arrangement to ATP before listing on our directory.

Registered Provider to complete:

Name of registered provider, as listed with the relevant national service regulator:	
Name of Registered Manager with service registration if different from above:	
Service regulator registration/certificate no:	
Website URL of company:	https://
Link to service regulator provider profile webpage/ Service entry report:	

I confirm that the individual named below is employed or otherwise contracted by the above registered provider to carry out frenulotomy procedures.

Form for contracted employment Directory Listing (Page 2 of 2)



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Employee/Contracted individual to complete:

Full Name (As it appears on your professional regulator's register):	
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- I agree to clearly display on my website or social media that I am regulated under the registration of my employer/organisation, including the accountability pathway and a link to the relevant complaints policy.

Acknowledged and signed by both parties:

- We confirm that a valid 'contract of services' or 'contract for services' is in place which specifies that the above named employee or contracted individual will comply fully with the registered provider's policies and procedures and that it is the ultimate responsibility of the employer / registered provider to ensure that these requirements are always met.

Signed:		
Full Name (printed):		
Position/Title:		
Date:		

Please add your signature by signing with your finger, stylus, or mouse if you have a compatible device to do so, or take a screen shot / photo of the form and using an editor 'pen' feature to provide a signature. Alternatively, you may print it out and provide a 'wet signature' and then proceed to scan the form for upload.

Typed names in script font will not be accepted.

Upload the completed document to the directory listing application form in the members' area of the ATP website where prompted:

<https://www.tongue-tie.org.uk/directory-application>.

Thank you.

Appendix B Form for doctors with Practising Privileges



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Practising Privileges Confirmation Form

This form is submitted to request inclusion in the ATP Listings directory for doctors working under a Practising Privileges agreement. It must be completed by both the doctor, confirming that a Practising Privileges arrangement is in place, and the manager or responsible individual overseeing Practising Privileges. Together, they must confirm that all required registrations, contractual arrangements, policies, and insurance coverage are in place. Doctors seeking to work under a Practising Privileges agreement for services must complete this form jointly with the provider.

Completion of this form confirms that the doctor is authorised to perform services in accordance with:

- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, including the registration requirements for regulated activities;
- The requirements of the relevant professional regulator (GMC) governing the medical practitioner's profession;
- Appropriate professional indemnity and public liability insurance;
- Compliance with relevant organisational policies and procedures, including accountability and complaints pathways.

*Submission of this form does not in itself grant Practising Privileges.

Employer to complete:

Name of Company responsible for Practising privileges arrangement:	
Name of Registered Manager with service registration:	
URL link to service regulator provider profile page:	https://
Service Regulator (CQC, HIS, JCC, R&QIA and Registration/Certificate Number:	
Website URL of company:	https://

I confirm that the doctor named below is currently authorised to practise under a Practising Privileges arrangement held by the above-named company.

Doctor with Practising Privileges arrangement to complete:

Full Name (As it appears on the GMC register):	
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I agree to clearly display on my website or social media that I am regulated under the registration of my employer/organisation, including the accountability pathway and a link to the relevant complaints policy.

We confirm that a valid Practising Privileges arrangement is in place which specifies that the doctor identified below will comply fully with the registered provider's policies and procedures and that it is the sole responsibility of the manager and / or registered provider to ensure that these requirements are met at all times.

Acknowledged and signed by both parties:

Signed:		
Full Name (printed):		
Position/Title:		
Date:		

Please add your signature by signing with your finger, stylus, or mouse if you have a compatible device to do so, or take a screen shot / photo of the form and using an editor 'pen' feature to provide a signature. Alternatively, you may print it out and provide a 'wet signature' and then proceed to scan the form for upload. Typed names in script font will not be accepted.

Upload the completed document to the directory listing application form in the members' area of the ATP website where prompted: <https://www.tongue-tie.org.uk/directory-application>. Thank you.

