

Supervision Contract

The aims of supervision:

- To provide a regular space for you to reflect upon the content and process of your work.
- To develop understanding and skills within your work.
- To receive information and another perspective regarding your work.
- To receive content and process feedback.
- To be validated and supported both as a person and a counsellor.
- To ensure that as a person and a counsellor that you are not left to carry difficulties, problems, and projections alone.
- To have the space to explore and express personal distress, re-stimulation, transference, or counter transference that may be brought up by your work.
- To plan and use personal and professional resources effectively.
- To be proactive rather than reactive.
- To ensure quality of work.

Practicalities:

Frequency: TBC
Day and time: TBC
Place: TBC
Duration: TBC

Procedures:

Supervision sessions will be booked in advance usually at the end of the previous session. If you are unable to attend a session, please give me as much notice as possible. If I cannot attend a session, I will do the same. In either event, I will try and provide you with an alternative day and time to make up the missed session. I use an online calendar at 10to8.com using the contact details that you provide. If you do not want your details used for this, please let me know.

Fees:

I will charge you £30.00 per hour, (£7.50 per 15 minutes). I accept PayPal or bank transfer. I will invoice you at the end of each session using the QuickBooks app.

The session format:

Supervision will be conducted on a one-to-one basis. This can either be via video calling or telephone or other premises suitable for supervision use. If using video calling or telephone you will be responsible for maintaining confidentiality at your end.

With regards to what you bring to supervision I will be guided by you as to content and how you present it. You may raise any issues you choose during your allotted time, and sessions will be structured to meet ethical guidelines and your needs. I recognise that needs may change over the course of supervision.

Boundaries:

Confidentiality will be practiced in line with the BACP Ethical Framework and the Good Practice in Action Guide 014: Managing Confidentiality Within the Counselling Professions. Client confidentiality is breached reluctantly, but there may be a legal duty or 'exceptional circumstance' (such as a serious risk of harm) when it would be appropriate to do so. If any issues arise in which there may require a breach of confidentiality, we will explore options regarding this. Also, if any issue is raised which concerns me regarding safe and ethical practice. I will write notes during our sessions and you may wish to do the same. I undertake to keep my notes safe and secure. Sessions may be recorded if you wish. You undertake to keep any notes and/or recordings safe and secure.

If you have a situation between sessions that you feel requires supervision, you can call me on **07725 302523**. I will take the call if I can, but if I do not pick up, please leave a message on voicemail and I will return your call as soon as possible. I can also be reached via email or text if the situation requires attention but is not urgent.

Contracts with others e.g. agencies, will be taken into account.

We agree no gossip or any other leaking of information within the various organisations with which we are involved.

I have a presence on social media; however, I will not accept friend requests for Facebook nor requests to follow me on Instagram. I will not make either request of you. If we are already connected, then we both agree that no reference on either platform will be made to the work we do in supervision.

Responsibilities:

I will as supervisor take responsibility for:

- Providing a confidential setting if we are using my office,
- Time keeping,
- Provide feedback and monitor counselling skills and personal effectiveness,
- Monitoring our relationship,
- Ensure that the ethical framework, guidelines, and professional standards are maintained,
- Encourage ongoing CPD,
- Be a member of a counselling association (BACP, UKCP, NCS),
- Keeping notes on your work and making any reports necessary,
- Be insured for counselling and supervision work,
- Complete reports for your work if you are a student counsellor. Please note that we will have to devote a couple of sessions to the completion of these.

You will be responsible for:

- Preparing for supervision,

- Confidentiality at your end for online/telephone sessions,
- Transparent presentation of the content, themes, skills, theory, and interventions of your client work,
- Your own learning objectives and applying learning from supervision,
- Be aware of and uphold ethical guidelines and professional standards,
- Be a member of a counselling association (BACP, UKCP, NCS),
- Keeping safe your own notes and/or recordings,
- Monitoring our relationship,
- Be insured for counselling work either individually if in private practice or be covered by agency insurance if you are working for one.

Evaluation, Review and Renegotiation:

A review can be conducted informally every 6 sessions and formally once a year, usually at the renewal date. If you wish to review or renegotiate this contract at any other time, please raise the issue and we can plan to do so.