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Individual and Group Supervision Agreement

This is an Agreement between the supervisor and the supervisee/s. Please read the following information and sign. It is assumed that you have accepted this if you proceed with supervision.

Name:

Sign:

Date:

Address:

Tel:

Email:

1. At the initial interview for individual supervision, we gain an overview of your work, and we both consider whether to take the work further together or whether another option seems more appropriate. If we decide to work together then I ask supervisees to commit themselves to a minimum of three consecutive individual sessions. At the last of the three sessions, we decide whether:

- a) to work together in an open-ended arrangement;
- b) to work together for a specific number of sessions;

c) to have no further sessions. d) Individual supervision sessions are usually offered weekly, fortnightly or monthly at the same time for either 50 or 140 minutes or 2 hours duration.

2. At the initial interview for group supervision, we also gain an overview of your work, and we both consider whether the supervision group is suitable for you. I ask each supervisee to commit to 6 months. Group supervision sessions will be once a month at the same time and the group will run for 2 hours.

3. Fees are agreed at the initial interview and payment is settled at the end of the each month by BACS. You will be invoiced via email at the end of each month. If an employer is paying your supervision fees then I will invoice your employer at the end of each month and they will pay by BACS. However if an employer decides not to pay your supervision fees then you are liable to pay within 7 days.



4. Supervision sessions are set times that we both/all commit to. If sessions are missed or cancelled then you will still be charged.

5. Supervisors reports for courses or accreditation will be completed during supervision. If I need to spend extra time on any administration outside of supervision then I will charge accordingly.

6. It is helpful if a supervisee has had the time to prepare for sessions and how best I can support you. Supervisees will agree to undertake the relevant amount of annual CPD as defined by their accrediting organisations and ensure that their indemnity/liability insurance is up to date.

7. **Holidays.** There will be no sessions as follows; Three weeks over the Easter period, the month of August, three weeks over the Christmas period and Bank Holidays.

8. Confidentiality will be strictly maintained at all times with the few exceptions as follows;

a) My own supervision, where the purpose of breaking confidentiality is to maintain professional clinical practice. I do not use full names of supervisees or their clients or give unnecessary personal details

b) In exceptional circumstances I may feel it necessary to break confidentiality. This could happen if I felt that a supervisee was not working to an adequate standard and after discussing this with the supervisee, I might need to contact the supervisees' training organisation or accredited bodies to inform them of my concerns.

9. If either of us decides to bring our supervisory relationship to an end, we will discuss the best and most supportive option to for a further three months unless we are contracted to work for a fixed period.

Professional Organisations

I am a qualified Counsellor, Psychotherapist, Psychosexual and Relationship Therapist, Addictions Specialist and Clinical Supervisor. I am MBACP senior accredited and UKRCP Reg. I am a member of AHPP, FDAP and COSRT. I work to the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy.