

Trainee Counsellor Supervision Contract

Supervisor's responsibilities

- To be available at the agreed time
- To start and finish on time
- To offer an appropriate confidential space online/in the room
- To maintain safe, professional boundaries
- To encourage supervisees to develop autonomous decision-making
- To work within the ethical framework that the supervisor practices under
- To review the supervision relationship and work on a regular basis
- In the unlikely event of the supervisor cancelling, to offer an alternative appointment as soon as possible.

Supervisee's responsibilities

- To attend at the agreed times
- To give a minimum of 48 hours' notice when cancelling/changing an appointment (or the full fee (£XX) becomes payable)
- To pay session fees – £XX per session (1.5 hours) in full at each appointment
- To limit communication with the supervisor outside agreed supervision sessions to telephone calls of no more than 10 minutes' duration
- To consent to the supervisor contacting the supervisee's ethical body, learning institution or place of practice if the supervisor has serious concerns about risk to the supervisee, unethical practice or fitness to practice
- To inform the supervisor if the supervisee is in or considering entering another supervision relationship

What I offer as the supervisor

Working with you and the modality you practice is an essential part of both ethical and competent supervision. I offer a safe professional space both 'in the room' and online to allow both personal and professional development.

Clinical supervision allows for structured reflection on your practice, and encourages the development of skills, knowledge, awareness and ethical judgement, within a supportive relationship.

Feedback is an essential part of the supervisory process.

Confidentiality

There are boundaries and limits to confidentiality in certain cases. Confidentiality may be broken in the following situations:

- There appears to be a risk of harm to self or others.
- I am required to do so by court order, request from ethical body, request by placement or practice (where supervisee is in practice), or request by your learning institution (if applicable).
- You infer involvement in, or knowledge of, an act of terrorism or of money laundering.



- You infer knowledge of or involvement in drugs trafficking.
- You infer knowledge of or involvement in behaviours that may, in my opinion, lead to harm or neglect to the supervisee's clients, children or vulnerable adults.

Supervision and confidentiality

I monitor my own supervisory practice by attending regular supervision for myself and am committed to my own self-development. Aspects of our sessions will be taken to my own supervision to monitor my practice.

Records of sessions

I keep notes relating to our sessions as per the BACP's recommended guidelines.

I may record sessions (audio or video recording) for the purposes of self-evaluation and supervision. I will always consult you before a recording is made.

Contacting me between sessions

If you have an emergency and need to contact me, then the following methods can be used, for a ten-minute telephone conversation.

Email: claire@serenitycounsellingservice.co.uk Telephone: 07508524408

Sessions are charged per session and is payable as either cash or bank transfer. If you need an invoice for your accounts please just ask and I will send it to you after the appointment. Invoices can be either per appointment or monthly.

Bank details:

Sort code:

Account Number:

Account Name:

Please add your name or initials to the transfer to make it easier for me to check for my accounts.

Non-attendance

If you cancel within less than the 48 hours' notice agreed, or fail to attend an appointment, the full session fee will be charged.

Data protection statement

Data protection

I keep clinical notes in line with the Data Protection Act 2018. My insurance company asks me to keep notes for seven years, after which they are destroyed. I am registered with the ICO.

Data protection and use of technology

When conducting video supervision online, I use the Zoom platform, which states it is GDPR-compliant.

While I make every effort to ensure the data integrity of the platform I use for video supervision, I cannot guarantee that it is 100% secure.

Bill of Rights The rights of a supervisee

Declarations of both rights and responsibilities for the supervisee.

- Become the professional they can be and want to be (and not just a clone of their supervisor)
- Be respected for being a professional
- Have a safe, protected supervision space
- Be in a healthy supervisory relationship
- Receive fair and honest evaluations and reports
- See a supervisor's reports on them, and comment on the contents if they wish
- Know what their supervisor thinks of their work
- Make good any areas of development outlined by their supervisor
- Expect clear and focused constructive feedback
- Give clear and focused feedback to their supervisor
- Participate in ongoing, regular and systematic reviews of the supervisory arrangement
- Apply their own learning style
- Negotiate the supervision contract (and be aware, in advance, what is non-negotiable in the contract)
- Access mediation if the supervision relationship breaks down
- Appeal decisions made in supervision with which they have problems.

The Responsibilities of a Supervisee

- Undertaking their own learning
- Preparing for supervision
- Using supervision time effectively (managing time boundaries)
- Presenting their work openly and honestly
- Delivering the best service possible to their clients or client group
- Creating learning partnerships with their supervisor
- Applying learning from supervision to their work
- Being aware of other stakeholders in the supervisory arrangements, e.g. clients, the families of clients, taxpayers, their own profession, training courses and organisations
- Monitoring and evaluating their own work
- Reflecting on their work
- Feeding back to themselves and to others (both other supervisees and the supervisor)
- Being aware of cultural, religious, racial, age, gender and sexual orientation differences between themselves and others.
- Creating ethical and professional environments for their work
- Where appropriate, giving regular overviews of their work to their supervisor



Supervisee name		Signature		Date	
Supervisor name		Signature		Date	

Trainee Supervisee Contact Details

Name	
Date of Birth	
Address	
Home Number	
Mobile number	
Email address	
GP details	
Emergency contact details	
Name	
Relationship	
Contact number	
Training provider details	
Course details	
Lead Tutor	
Placement Contact details	
Fitness to practice authorization for Face to face, online or telephone	
Professional Organization membership	
Registration number	
Insurance details	
Policy number	
Where did you hear about my service?	



Serenity Counselling Service
07508524408
claire@serenitycounsellingservice.co.uk

If any information changes, such as change of address or medication changes please let me know as soon as possible so I can update my files

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