

AGREEMENT & INFORMATION FOR NEW SUPERVISION CLIENTS

Thank you for booking your supervision with me. I am looking forward to working with you and supporting you in the best way I can.

Below are the components of our agreement to begin work together.

Please take time to look through each section and be sure that you understand it.

We will have a ½ hour gratis appointment to talk it through at the start of our first appointment.

PREPARING FOR SUPERVISION

Please note that it is your responsibility to book the correct number of hours of supervision and the frequency of meeting that correspond with your caseload and current needs. There is more detail on the ratio of this on the BACP website: 'Minimum of 1.5 hours per calendar month regardless of number of contracted clients'. <https://www.bacp.co.uk/membership/supervision/> If you are already working as a qualified counsellor, some of these amounts can come from peer and exchange supervision.

Please decide what you would like to bring to each session. You don't need to let me know in advance, but if you decide to, do give me 48 hours' notice so that I have time to thoroughly prepare.

My expectation is that you will want to get the most out of your supervision by thinking in advance of how you want to use the hour or 90 minutes that we have; sometimes things work organically and this is fine too. We can work in the optimum way for you.

My plan is for us to review our work together at 6 monthly intervals or so, and for you to let me know what you need from me to support your work. If any problems in our professional relationship arise at any time, we will make time for these to be discussed fully and I trust, resolved fairly and swiftly.

CONTACT BETWEEN SESSIONS

My availability is during normal weekday working hours (Monday to Friday). I cannot guarantee to respond to you if you contact me for support during my annual leave, at weekends or evenings after 7 pm. I promise that I will let you know in advance of any annual leave or situations where I am uncontactable. In these situations, where you have a client which you consider to be at risk, we will fully discuss in the session where the responsibility lies for keeping this client safe and what you can do to best safeguard them.

If there is an emergency and you have referred your client to their GP, the emergency services or a helpline, and you still need my support or advice, please ring or text me and I will endeavour to respond or at least signpost you if unable to help.

CONFIDENTIALITY

I do not share identifiable details of your clients with anyone else, with the natural exception of situations where you need and have asked for urgent support, such as where one of your clients is actively considering severe self-harm, ending their life, harming or abusing another person, adult or

child, or becoming radicalised. I will always encourage you to have safe-guarded your clients appropriately and provide you with support and a safe space to discuss your next steps. It may be that I may also want to seek further support and discussion with the supervisor of my supervision work, but I will endeavour to not break confidentiality except in the extreme and crisis situations named above.

As with all professional supervisors, I discuss my caseload at regular supervision with more senior professionals who also abide by strict codes of ethics. At these appointments, *I never disclose full names or any details by which anyone could be identified.*

ETHICAL FRAMEWORK

I abide by the code of ethics of the **BACP (British Association of Counselling and Psychotherapy)** and the **Institute of Psychosynthesis** (where I trained and qualified in 2014).

I am accredited with both the **BACP (113277)** and the **NCPS (National Counselling & Psychotherapy Society)**, (NCS17-04532).

I qualified in Supervision with **Lisa Mass Counselling** in September 2022.

PROFESSIONAL FEES

For appointments in Bicton Heath, Shrewsbury and online / or telephone, I charge **£60.00 per 60 minute session** and **£80.00 for 1 ½ hours**. I accept cash or bank transfer on the day of the session.

CANCELLATIONS & ENDINGS

Should we decide to work together, I will require 48 hours' notice should you need to change or cancel a session. Obviously, emergencies happen, so I will be as flexible as I can be around charging for missed appointments. However, I do often have clients and supervisees waiting for appointments, so please bear this in mind and try your best to minimise last minute re-arrangements.

If, having met and begun work together, you decide you would prefer to discontinue supervision with me, please let me know and I am happy to have an ending session with you where we tie up any loose ends to ensure the wellbeing and safety of any of your clients we have thus far discussed.

STARTING SUPERVISION

If this all feels right for you, please sign and date and return this form to me.

This forms our agreement to start working together.

Supervisee

Date

Supervisor

Date