

Supervisee Agreement - Terms of our Working Together

This agreement is for the benefit of both of us to begin to establish a healthy therapeutic relationship.

About Me

I am a qualified counsellor (Accredited) and I work within the ethical guidelines of the British Association for Counselling and Psychotherapy (BACP) of which I am a registered member. My registration number is 193165.

What I offer as a supervisor

My training is based on the Seven-Eyed Supervision model which was developed by Peter Hawkins and Robin Shohet in 1985, who integrated the relational and systemic aspects of supervision into a single theoretical model. The model is relational because it focuses on the relationships between the client, therapist and supervisor and systemic because it focuses on the interplay between each relationship and its context within the wider system.

Clinical supervision provides an opportunity for us to reflect on your practice, and encourages the development of skills, knowledge, awareness, and ethical judgment, within a supportive relationship.

Ethical Framework

We will work within the BACP Ethical Framework for Good Practice. In the event of an issue arising in supervision that we are unable to resolve together I will contact my supervisor and/or the BACP Ethics Hub to discuss the situation and find a resolution.

Confidentiality

Supervision sessions are conducted in confidence by following the BACP Ethical Framework for Good Practice, and UK Law. You can be assured that everything you share with me during our work together will be treated as highly confidential. However, there are some limits to confidentiality which you need to be aware of:

- 1). I am legally, and ethically, obliged to break confidentiality; for example, where I consider your welfare or the welfare of others to be at risk. This would include you disclosing information that someone (including yourself) is in danger, or you disclose to me your awareness of someone (including yourself) committing a serious criminal offence, such as, but not limited to, terrorism, money laundering, people trafficking or drug running.*
- 2). This would also apply if you inferred knowledge or involvement in behaviours that may, in my opinion, lead to harm or neglect of your clients, children and/or vulnerable adults.*
- 3) Where possible, I will discuss the requirement to break confidentiality, with you before I do so, but you need to be aware that the law may require that I take action first without your consent or knowledge.*

Notes and Contact Details

I keep brief notes about what has been discussed in our sessions. Your notes and contact details are stored electronically and confidentially and used in a safe and ethical manner, in line with UK General Data Protection Regulations. Both your personal information and sensitive information are

stored electronically and confidentially using Writeupp which is a practice management software platform that is GDPR compliant and uses two factor authentication. Notes are kept securely for a period of 7 years as a requirement of my insurers and then destroyed. You are free to request your notes. No information will be released to another party (i.e., police, solicitors.) without your written consent, except when requested by a Coroner or Court of Law.

My Supervision

Following BACP guidelines I am required to attend regular supervision. This is to discuss my practice and my caseload and to check that I'm working to my best, in keeping with ethical principles and dealing with dilemmas that may occur. Aspects of our sessions will be taken to my supervision to monitor my practice. I will refer to you only by your first name (or another name if you prefer).

My Unavailability

In the event of my illness or accident or serious family situation of sufficient severity to prevent me from communicating directly with you, or my death, I have appointed a trusted colleague to communicate with my supervisees and support them in making alternative arrangements for supervision. This trusted colleague is a counsellor and will be bound by the confidentiality agreed between us as outlined above. This colleague will have access to your contact details and appointment date/time but will not have access to any confidential notes.

Sessions/Fees

The cost of a session is £ 60 for a session of 60 minutes and £90 for a session of 90 minutes. Payment is accepted by bank transfer before the session or by credit/debit card at the end of the session.

My account details are as follows: Starling Bank – Account Name - Anita Dunford – Sort Code 60-83-71 - Account Number 84791971

During our work together there may be the need for me to increase my fees. When this does occur, I will give you three months' notice, and the opportunity to discuss, before implementing any new fee.

Delays and Cancellations:

If for any reason you need to cancel or rearrange any sessions, I request a minimum of 24 hours notice. If a cancellation is made with less than 24 hours notice this will be classed as a short notice cancellation and will be charged at the full rate.

If for any reason you are late arriving the session will finish at the booked finish time. I will ring and email you 5 minutes after the start of the session if I have not heard from you. I will wait for a further 10 minutes before declaring it a missed session.

If you give no notice or do not attend, your appointment will be deemed as a DNA (Did Not Attend) and will be charged at the full rate.

Whilst every effort will be made to adhere to the planned sessions unforeseen circumstances or illness may require that I cancel or rearrange a session.

Contact between sessions.

Contact can be made by telephone if an urgent issue arises. We will assess whether a 15-minute phone call will be sufficient in dealing with the situation or whether we need to arrange for an appointment for extra supervision.

Breaks and Holidays

I take regular breaks and holidays as part of my self-care. I have an extended break from mid – February to mid-March each year. I am happy to discuss this and how we work around this.

General Data Protection Regulation

I am registered with the ICO (Information and Commissioner’s Office) which means I need to inform you of what data I am collecting from you and how I intend to use the data. My registration number is ZA315593. If you have any concerns regarding your data, you can contact the ICO at www.ico.org.uk or phone them on 0303 123 1113.

What data do I keep and why do I need it?

Name and date of birth – this is basic information that helps me get to know you.

Address, email address, and phone number – I use this as a way of contacting you regarding your sessions. I usually email an appointment reminder 48 hours before our agreed appointment, but I am happy to send a text, or no reminder, if you prefer. I will discuss your preferences at our first meeting.

Doctors and emergency contact details – If I was worried that you were at risk then I may need to contact your doctor and/or your emergency contact. Wherever possible I would tell you I was going to do this.

Right to Access: You have the right to ask for a copy of your personal information, free of charge, in an electronic or paper format. You also have the right to ask me to amend or change any incorrect information about you.

Data Portability: As the client, you have the right to receive your personal information which you previously provided and have the right to transfer that information to another party.

For the purposes of the General Data Protection Regulations (GDPR) 2018, the data “controller” is Anita Dunford. For further information please see my Privacy Policy.

On-Line Working – Considerations

Please contact me in advance if you wish to arrange an online session and I will send you a link to access this service. I use secure GDPR-compliant online platforms called Zoom and Whereby.

In case of any disruptions due to the internet, it is advisable to keep your mobile nearby but on silent. I will phone you on your mobile if there are any disruptions.

Please endeavour to find a suitable place that allows you to focus on the work and speak freely during the counselling.

Refreshments.

Drinks are provided for in-person supervisees, or you are welcome to bring your own, but please refrain from eating as this can be disruptive and take away attention from what is being discussed. This also applies to online sessions.

My mobile is [07704 631975](tel:07704631975) and my email is anita@claritycounsellingilkley.com. My phone is switched off between the hours of 6:30 pm and 8:00 am. I will return calls and emails as soon as possible and certainly within 24 hours (apart from Sundays). I do not accept personal social media friend requests.

Supervisor's responsibilities

- To provide a facilitative relationship and to ensure that the work is supervisee centred, by considering the supervisee's preferred style of learning.
- To inform the supervisee of my methods, approaches and supervision style.
- To ensure that the needs of the supervisee, and their clients, are being addressed through good standards of ethical and professional practice.
- That the work is focused, and an appropriate balance is maintained between supervision and elements of training and therapy.
- Commit to support the supervisee with appropriate advice when necessary.
- To bring to the attention of the supervisee any ethical or professional concerns that I may have.
- To abide by BACP's Ethical Framework and to bring ethical or professional concerns to the attention of BACP if there is an ongoing serious risk to a client, and no remedial action is being taken by the supervisee.
- That the time is managed, that the work begins and ends promptly and is divided according to the needs and priorities of the supervisee (or of the client if these appear to be different or paramount)
- That the boundaries between supervisor and supervisee, and counsellor and client are maintained.
- To provide an appropriate confidential space for both in-person and online work.
- To encourage supervisees to develop autonomous decision-making.
- To work within the ethical framework of the BACP.
- Contracts are subject to regular review by the supervisor and supervisee.
- To provide a space to consider the supervisee's personal issues if they impact on good practice (but not to include personal therapy)

Supervisee's responsibilities

- To attend at the agreed times
- To give a minimum of 24 hours' notice when cancelling/changing an appointment (or the full fee becomes payable).
- To limit communication with the supervisor outside agreed-on supervision sessions to telephone calls of no more than 15 minutes duration.
- To ensure any training paperwork is brought to supervision in time with deadlines where appropriate.
- To consent to the supervisor contacting the supervisee's ethical body, learning institution or place of practice if the supervisor has serious concerns about the risk to the supervisee, unethical practice or fitness to practise.
- Being prepared for supervision and being clear about requirements for the session.
- Being honest and bringing doubts, difficulties and concerns as well as what is going well in relation to work with clients.

- Being open to feedback and asking this when you feel it is necessary.
- Developing a non-defensive attitude to the exploration of issues.
- Opening a dialogue with the supervisor when there are difficulties in the relationship, or in the way the supervision is conducted, which are not being addressed by the supervisor.
- To inform the supervisor if the supervisee is in or considering entering another supervision relationship.
- To engage in a membership with a regulatory body and commit to Continuing Professional Development requirements.

Supervisee Agreement May 2024