

## SUPERVISORY AGREEMENT

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### SUPERVISION THAT IS GUIDED BY AND ADHERES TO THE BACP ETHICAL FRAMEWORK

**Frequency of meetings:** Monthly

**Duration of supervision session:** 1.5 hours per month

**Type of supervision:** Individual

**Cost of supervision:** £90

**Payment:** Payment to be made by bank transfer at time of booking. Cancellation or rescheduling of supervisory sessions requires 48 hours' notice.

### PURPOSE OF SUPERVISION

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The purpose of supervision is to provide a supportive, safe, confidential and non-judgemental platform of supervision for the supervisee delivering counselling services within a private practice context.

To provide an agreed amount of time on a one-to-one basis either online or face-to-face, that allows the supervisee space to raise and discuss concerns relating to the alliance, the specifics and the context of client work.

The supervisory relationship is a mutual, co-created relationship that is process led and context centred. The process aims to prioritise the client and the clinical work.

Supervision is an integral component of self-care and plays a role in ensuring the practitioner's fitness to practise.

The supervision places the integration of theory at the centre of work as a practitioner, while taking into account the experience of the client and supervisee.

The framework of supervision is flexible and will be negotiated through dialogue between supervisor and supervisee. The approach will allow for development and will aim to avoid constraint.



7 SWANS THERAPY

*Working together in trust and truthfulness*

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## RESPONSIBILITIES

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### The supervisor will;

- Coordinate and host supervision sessions; providing a platform for supervision either online via Google Meet or face-to-face at Commerce House.,
- facilitate supervision that feels comfortable enough to bring concerns/issues about client work, any personal issues that may impact on their work and details of areas in which they wish to develop their professional competence,
- help to uphold ethical guidelines and professional standards and support the supervisee in ensuring best practice in a manner that is beneficial to client(s) and not detrimental to the supervisee,
- bring into discussion concerns or challenges in a professional and constructive way, to invite reflection and curiosity, encouraging flexibility to move between theoretical concepts and the use of a wide variety of methods and interventions,
- commit to offering new perspective, new ethical viewpoints, to working with transparency, with sensitivity to difference and to encourage transcultural awareness.
- Uphold the confidentiality of the supervision sessions unless there are significant concerns about the practice which cannot be resolved in supervision in which instance the supervisor reserves the right to contact the supervisee's governing body.

### The supervisee will;

- Take responsibility for their own ethical and clinical practice and place the welfare of their clients as central,
- advise the supervisor of any changes or information that may impact their ability to practice safely and with due care for safeguarding and ethical standards,
- ensure they achieve their minimum annual supervision hours requirement and undertake the required annual hours of CPD training in line with BACP's as part of the agreement of this supervisory relationship,
- prepare and attend sessions with notes and concerns which will form the basis of the agenda at a regular time each month,
- ensure punctuality and open communication. If working online the supervisee is responsible for accessing a quiet and confidential space and adequate broadband connection using a laptop or desktop.

### Both supervisor and supervisee will;

- Provide advance notice of cancellation, rescheduling or late attendance for sessions,
- take responsibility to regularly checking messages to keep aware of changes and respond to contact,



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- strive to be open, respectful and transparent to help foster trust and ongoing development,
- raise any concerns and aims to increase trust and connection, creating an environment that feels transparent, safe and encourages challenge and development,
- acknowledge the relationship boundaries and remain aware of the intention of supervision.

## PROFESSIONAL STANDARDS

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All supervisees must maintain and provide evidence of membership of any professional bodies and insurance.

## URGENT SUPPORT OUTSIDE OF SCHEDULED SUPERVISION

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Both supervisee and supervisor will be transparent regarding any absences and times when they are unavailable.

Additional supervision sessions are available and arrangeable at a charge rate of £30 per half hour.

At times when supervision is not available, additional help, guidance and resource can also be sourced from the BACP [Ethics Hub](#) and [Members contact](#).

## IN SUMMARY

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This contract is subject to revision at any time and can be ceased by either party with one month's notice. A formal review will be conducted in six months and revisions to the contract will be made with consent of the supervisee and approval of supervisor.

Please visit the [7 Swans Privacy Policy](#) for more information about data retention and protection.

It is agreed, to the best of our ability, to uphold the guidelines specified in this counselling agreement and work accordingly.

