



Rebecca Fisher Therapy & Education

Supervision Contract

Thank you for deciding to work alongside me for your Supervision requirements. As expressed to you, I am currently in training towards being a CYP Supervisor.

Below are the conditions of our work together. Please feel free to look through this and to bring anything to my attention that you feel needs clarification or negotiating further.

Duration and Cost of Sessions

- We will meet for a minimum of 1.5 hours per month, unless other arrangements are in place, e.g. course requirements demand different amounts of contact.
- This will be an uninterrupted session, where you will come prepared to discuss the most pertinent aspects of your client work. It may be appropriate for me to direct some of this time to make sure that I have clarified aspects of the work that you are undertaking.
- The cost of a supervision session is £30 for a 1.5 hour session whilst I am training and the supervisee is required to give a minimum of four weeks' notice of termination. Fees may increase in January 2021, qualification pending. After this, a minimum of 2 months' notice will be given in writing, of any fee increase.
- Please give at least 1 months' notice of termination of our contract.

Cancellation

- In the event that a supervisee needs to cancel a session then the full fee is payable unless 48 hours' notice of cancellation is given. If three consecutive sessions are not attended without prior notice then the contract may be terminated.
- Cancellation within 48 hours will cost the full amount of the session, unless the session can be rearranged within 5 days. (Supervision must be within the expectations of your membership body and within the expected amount of 4 weeks since your last supervision contact.)
- The duration and frequency of the sessions will be discussed and agreed upon by the supervisee and supervisor.

Online Supervision

- It is important that you are able to find a safe confidential space in which we are able to speak freely and maintain confidentiality. Please be ready to make contact with me at the correct time
- Please ensure that you have the correct platform for online supervision and that your technology equipment is working adequately and securely. I will send an invite to your registered email address the day before we are due to meet,

once payment has been received. If you are unable to complete the session for technical reasons the full fee is still due. If the technical fault is due to an error on my part, the session fee will be refunded/ carried forward to the next session.

Contact between sessions

- It is essential that you contact me with any **emergency** concerns that you have, particularly involving safeguarding issues. Please do this by telephone to my mobile number: 07779 711175 or by email marked 'urgent' to rebeccafishertherapy@gmail.com.
- If what you contact me about doesn't appear to be an emergency, then I may kindly ask if we can leave it until your next session.
- Please note however that supervision is not an emergency service – if you have any concerns whatsoever and I am not contactable, then you **must** contact the relevant emergency service and take appropriate steps to keep your client / their contacts safe.
- I am contactable from 9am until 9pm each day, after which my phone is on silent.

Confidentiality

- The content of all supervision sessions is confidential and this applies to any and all records in accordance with the Data Protection Act, except in the following circumstances:
- Where a supervisee gives consent for confidence to be broken.
- Where the supervisor is compelled to break confidentiality by a court of law.
- Where material from supervision sessions is used for research and/or publication. In such instances all reasonable steps will be taken to ensure the anonymity of the supervisee/client. From time to time the session may be recorded. Recordings are stored with the supervision note and are erased following supervision of supervision.
- Where information is disclosed during a session is of such gravity that confidentiality cannot be reasonably expected to be maintained. This will apply, for example, in cases of fraud and crime and where there is reasonable grounds to believe that there is a risk of serious harm to the supervisee, clients or others.
- Supervisee records will be kept in a locked filing cabinet.
- All material stored digitally will be kept in accordance with GDPR guidelines. You will be asked to sign a separate form for GDPR purposes.
- In the event of either of us developing symptoms of COVID-19, there may be a situation where your details need to be passed onto the NHS Track and Trace service. Please consider that this might have a knock on effect to your clients. Therefore, please ensure that they are aware of the possible necessity to disclose their identity.

If you are a Trainee Counsellor

- A three way contract will be in place with your training institution, which will be in addition to this document and sets out my commitment to your professional development and to the safety of your clients. It may therefore be appropriate for me to contact your course provider if I am in anyway concerned about your clients.

In the event of my incapacitation

- If I was to be incapacitated, then steps could be taken to supply you with an emergency replacement supervisor in order to keep to your supervision requirements. This would be through Key Counselling Academy. Although this remains your responsibility, I would do what I could to assist you, if my health allowed it.

Code of Ethics and Professional Practice.

- For the safety of your clients, I will ask you to fill in a details form which will endeavour to gather information such as your training and practice to date, insurance details, ICO registration, and your membership body. This will be stored in line with GDPR. Work will not commence until this document has been received and ratified.
- I will keep notes and record our sessions together.
- We will regularly review your progress and your feelings surrounding your supervision time.
- If there is a need for CPD to be undertaken to ensure that you are working within your proficiency, I will bring this to your attention and support you with pathways to achieve this where possible.
- I may ask to hear recordings of your work during our time together to further understand how you work and to aid our discussions.
- I adhere to the ethics of the National Counselling Society and the BACP. Whilst I am training, I will be working to the code of conduct of Key Counselling Academy, Birmingham. The supervisee's rights as a consumer under the Consumer Protection Act are maintained for the purposes of goods supplied in relation to the supervision by the supervisor.

If you have any concerns about any of the above, then please don't hesitate to discuss this with me.