



## **Supervision Working Agreement**

### **Supervisee's responsibilities**

- To come to supervision sessions, prepared and knowing how they wish to use their time, identify the issues for exploration, reflection and discussion
- Ensure they work within their professional governing body's Code of Ethics
- All client work to be fully insured
- Ensure clients are made aware that the Supervisee attends supervision for all their clinical work
- To maintain any notes from Supervision in line with GDPR and their professional governing body's requirements
- Monitor own self-care and advise Supervisor of any personal issues that may affect client work and seek further support outside supervision
- Advise the level of contact required between Supervisor and agency/employer/college
- Ensure they comply with any agency/employer/college policies and procedures
- Maintain regular Continuous Professional Development and have safeguarding knowledge
- Advise Supervisor of any reports that are required so time can be put aside for collaborative working, if necessary additional sessions should be booked
- It is the Supervisee's responsibility to ensure they meet their professional governing body's minimum requirements for monthly supervision and any college requirements in terms of client/supervision ratios
- Supervision sessions are charged at £55.00 per hour, £75.00 for 1.5 hours, payable at the end of each session
- In the event of cancellation, I ask for as much notice as possible, but cancellations of 24 hours or less will incur a 50% cancellation fee

### **Supervisor's responsibilities:**

- To support the Supervisee in their client work, monitor effectiveness and the relationship between the Supervisee and client to ensure work is meeting the client's needs
- Offer regular reviews and welcome feedback to monitor the effectiveness of Supervision
- To work inclusively and respectfully of diversity and difference in both supervisory and client relationships
- To work within my own supervisory framework and the Code of Conduct of the Accredited Counsellors, Coaches, Psychotherapists and Hypnotherapists <https://www.accph.org.uk/code/of/conduct> and the Complementary Medical Association's (CMA) Code of Ethics, <https://www.the-cma.org.uk/policies/code-of-ethics/>
- Enable time within Supervision to review your professional governing body's ethical framework as required, in line with good practice
- Offer emergency/extra Supervision support in between sessions as required and will endeavour to ensure this is within 24 hours of supervisee seeking support
- Monitor to Supervisee's Continuous Professional Development and possibly recommend further training or resources where appropriate
- Write reports collaboratively as required by the supervisee
- Supervision notes will be kept in line with GDPR and the CMA's requirements

- If any concerns arise around any aspect of the Supervisees clinical work, this will be discussed with the Supervisee and actions agreed as appropriate. Where necessary I will seek advice from my own Supervisor, the ACCPH, the CMA, and/or my Insurers legal team regarding any concerns.
- Monitor my own self-care, work load and ensure I maintain regular supervision for all clinical work
- Maintain my own Indemnity and Liability Insurance

Signed \_\_\_\_\_ (Supervisee) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Supervisor) Date \_\_\_\_\_