



EMMA MARSHALL
Counselling Services

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 the BACP or governing body Ethical Framework
- 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/BACP 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 the BACP minimum requirements for monthly supervision and any college requirements in terms of client/supervision ratios
- To attend supervision as arranged charged at £40.00 per hour, £60.00 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 to the BACP Ethical Framework
- Enable time within Supervision to review the BACP 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 BACP 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, BACP 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 _____