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### **Supervision Contract**

Supervision contract between Annabel Marshall and .....

Commenced on .....

#### **Confidentiality:**

Everything we talk about in supervision together is confidential with the following exceptions:

- As a registered member of the British Association of Counselling and Psychotherapy (BACP) and a Accrediated member of the National Counselling and Psychotherapy Society (NCPS). I attend monthly supervision , in which I may talk about the work we are doing together. I will only use initials and avoid disclosing any details about you. My supervisor also abides by the BACP/UKCP or NCPS Ethical framework.
- The safety of children (under 18) and vunerable adults takes piority over confidentiality. Therefore, if you disclose anything in your supervision that leads me to believe that a child or vunerable adult is in danger of harm, I will pass this information on to the relevant authorities. I will endeavour, wherever possible, to discuss this with you first and to support you in taking action yourself. However, if that is not possible for any reason, I reserve the right to do so myself.
- Confidentiality may also be broken where there is a risk to the safety of others and I am legally obliaged to pass on information to the police under the anti-terroism leagalisation.
- I am professionally obliged by BACP and NCPS to disclose serious concerns about unethcal practice to relevant parties- although this would usually only happen when the issue is unresolved in supervision.
- I will keep a record of our supervision sessions,to include attendance and brief notes. These will be stored securely on a laptop and password protected.

**Fees,frequency and length of supervision sessions, cancellations and endings:**

- My fee is £60 per hour to be paid at the beginning of each session. This can be paid by cash, card or bank transfer. **Account Number:55347770 Sort code: 606005**
- I will give four weeks notice of any increase in fees.
- The frequency and duration of sessions will be agreed and included in the Individually agreed alterations section.
- I require 48 hours notice of cancelled sessions, after which the full fee is payable.
- I may occasionally have to cancel a session at short notice. When this happens I will try to offer you an alternative date as soon as possible, so that you can meet professional body requirements. However, this cannot be guaranteed, you are advised to have a contingency plan in place.
- If I need to bring our work to a close e.g. due to a change in circumstances, I will endeavour to discuss this with you and give you four weeks notice. I also ask that if you wish to end our supervisory relationship that we have a final session together.

#### **Contact between sessions:**

Supervision is a professional relationship, and as such is contained within professional boundaries. Contact between sessions is acceptable for professional reasons.

- To make, rearrange or cancel appointments.
- When an ethical issue arises that cannot **SAFELY** wait till the next supervision session.
- For other reasons agreed in a supervision session e.g. to pass on information requested by the supervisor.

You may contact me, if necessary, via email, text or my mobile voice messaging service. If you need to contact me regarding an urgent ethical issue, please make it very clear in your email, text or voice message that your need is urgent and I will make contact as soon as possible. In non urgent cases, I will contact you in 24 hours, excluding weekends and bank holidays.

#### **Expectations and limits for supervision:**

- Supervision is a professional endeavour and as such I take it seriously and have an expectation that my supervisees will take it seriously too.
- Please come to supervision prepared to work: you may not always have clarity about your work and may need time to explore what is uppermost for you; or you may come with a list of issues that you want to work through. In either case, I have an expectation that supervision is purposeful.
- I ask that you bring an up to date list of your client caseload to each supervision session.

#### **The boundary between supervision and counselling**

I consider the difference between supervision and counselling to be an important one and in locating this boundary I consider the following points to be helpful:

- The most fundamental purpose of supervision is to enable the counsellor to work in the best interests of the client.
- In reflective practice, it is natural for personal material to surface or be recognised as potentially significant.
- Sometimes this material may be well known to the supervisee and is helpful in shedding light on the counselling relationship.
- Sometimes, personal material may be identified in supervision and gently checked for its significance to client work. The supervisor may recommend that the supervisee explore this material in personal therapy.

**Model of Supervision:**

My model of supervision is integrative. I draw on Person-Centred models, the Hawkins and Shohet model and the Stoltenburg and Delworth developmental model. My model is continually developing in light of new learning but is underpinned by relational values.

**Complaints procedure:**

- It is expected that attending to the supervisor-supervisee relationship will be a normal part of our work together and that you will take professional responsibility for raising any concerns that you have regarding supervision.
- Where you believe that your attempts to address issues in supervision have not been satisfactory, you may wish to make a formal complaint. This would be through my professional bodies the NCPS and the BACP.

**Individually agreed alterations:**

Supervisee's signature.....Date.....

Supervisor's signature..... Date.....