

Elizabeth Tuohy MBACP  
Be Well B U Counselling Service  
mobile: 07518156247  
email: [elizabethtuohy15@gmail.com](mailto:elizabethtuohy15@gmail.com)  
website: [www.bewellbu.uk](http://www.bewellbu.uk)

## **SUPERVISION CONTRACT**

### **Supervision Contract between Elizabeth Tuohy, Supervisor, and Supervisee.**

Your name: \_\_\_\_\_ (Supervisee)      DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_      Mobile: \_\_\_\_\_      Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_      Tel no: \_\_\_\_\_

Professional organisation membership: \_\_\_\_\_      ICO Reg no: \_\_\_\_\_

Insurance details: \_\_\_\_\_

### **Supervisor's responsibilities**

- To be available at the agreed time
- To start and finish on time
- To offer an appropriate confidential space in the room and/or online
- To maintain safe, professional boundaries
- To encourage supervisees to develop autonomous decision making
- To work within the BACP ethical framework
- To review the supervision relationship and work on a regular basis
- In the unlikely event of the supervisor cancelling, to offer an alternative appointment asap

### **Supervisee's responsibilities**

- To attend at the agreed times
- To give a minimum of 48 hours notice when cancelling/changing an appointment (or the full fee becomes payable)
- To pay session fees in full at each appointment. Session fees are £60.00 per hour and a session is 1 hour or 1.5 hours in length, as agreed
- To limit communication with the supervisor outside agreed counselling sessions to telephone calls of no more than 15 minutes duration
- To inform the supervisor if the supervisee is in or considering entering another supervision relationship

### **What I offer as the supervisor**

Working with you and the modality you practise is an essential part of both ethical and competent supervision. I offer a safe professional space both 'in the room' and online to allow both personal and professional development.

Clinical supervision allows for structured reflection on your practice and encourages the development of skills, knowledge, awareness and ethical judgement within a supportive relationship.

Feedback is an essential part of the supervisory process.

### **Confidentiality**

There are boundaries and limits to confidentiality in certain cases.

Confidentiality may be broken in the following situations:

- There appears to be a risk of harm to self or others.
- I am required to do so by court order, request from ethical body, request by placement or practice (where supervisee is in practice), or request by your learning institution (if applicable).
- You infer involvement in, or knowledge of, an act of terrorism or of money laundering.
- You infer knowledge of or involvement in drugs trafficking.
- You infer knowledge of or involvement in behaviours that may, in my opinion, lead to harm or neglect to the supervisee's clients, children and/or vulnerable adults.

### **Supervision and confidentiality**

I monitor my own supervisory practice by attending regular supervision for myself and am committed to my own self development. Aspects of our sessions will be taken to my own supervision to monitor my practice.

### **Records of sessions**

I keep notes relating to our sessions as per the BACP's recommended guidelines.

Sessions will not be recorded without prior permission.

### **Contact me between sessions**

If you have an emergency and need to contact me, then the following methods can be used:

**Email:** [elizabethtuohy15@gmail.com](mailto:elizabethtuohy15@gmail.com) (this is the preferred method of contact and can be used to schedule a 15 minute telephone conversation)

**Mobile:** 07518156247 (if I can not pick up, leave a message and I will get back to you that day)

**Non-attendance** - If you cancel within less than the 48 hours' notice, or fail to attend an appointment, the full session fee will be charged.

**Data protection** - I keep clinical notes in line with the Data Protection Act 2018. My insurance company asks me to keep notes for seven years, after which they are destroyed.

I am registered with the **ICO**; **my registration is ZA748114.**

## Data protection and use of technology

When conducting video supervision online, I use the Zoom platform, which states it is GDPR compliant.

While I make every effort to ensure the data integrity of the platform I use for video supervision, I cannot guarantee that it is 100% secure.

**Complaints** - If possible please inform me if you have any complaints so that we can try to resolve these. If this is not possible, please contact BACP who will advise you how to proceed. <https://www.bacp.co.uk>

## Evaluation and review

We have agreed that informal evaluation of  
Supervisee  
Supervisor  
Supervision  
will take place 6 monthly, or more frequently if required by either of us.

Formal evaluations will take place at the end of each year or as requested by either supervisor or supervisee.

**Renegotiation of contract** - At any time either party (supervisor or supervisee) can initiate discussion around re-negotiation of the contract or any part of it.

This is to be done in advance so there is preparatory time available.

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

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

