**Working Agreement – Clinical Supervision**

**Calm Cabin Counselling is a therapeutic service offering one to one and group clinical supervision for counsellors, psychotherapists, teachers, youth workers and mental health professionals either in person at 23 School Hill, Ashcott TA7 9PN or online via zoom or teams. It important that supervisees feel safe and trust the supervisory relationship with their supervisor. This document sets out the structure of the Calm Cabin Counselling Clinical Supervision Agreement so that there is clarity and transparency about how Calm Cabin Counselling supports supervisees.**

**What is Clinical Supervision and what is the Calm Cabin Counselling supervision approach ?**

The [BACP Ethical Framework for the Counselling Professions](https://www.bacp.co.uk/events-and-resources/ethics-and-standards/ethical-framework-for-the-counselling-professions/) defines supervision as: "*A specialised form of mentoring provided for practitioners responsible for undertaking challenging work with people. Supervision is provided to ensure standards, enhance quality, advance learning, stimulate creativity, and support the sustainability and resilience of the work being undertaken*.".

Calm Cabin counselling uses a model of supervision founded within the humanistic tradition and aims to offer supervisees congruence, unconditional positive regard, empathic understanding and attunement alongside a commitment to increasing their self-awareness, self-confidence and self-efficacy in their work as counsellors, psychotherapists, teachers, youth workers and mental health professionals\*. (\*Thereafter referred to as practitioners in this document). Sometimes unconscious processes affect how a practitioner may work with clients and therefore Calm Cabin Counselling also acknowledges and allows exploration of some of the more hidden influences such as projections, transferences, counter transferences, resistance and parallel processes that may arise from a practitioner’s caseload.

Calm Cabin Counselling endeavours to offer a supportive balance of restorative, formative and normative functions [Getting the best supervision for your practice (bacp.co.uk)](https://www.bacp.co.uk/bacp-journals/coaching-today/october-2014/fit-for-purpose/). In keeping with this relational approach Calm Cabin Counselling uses the Seven-Eyed Model of Supervision [Peter Hawkins](https://www.google.co.uk/search?tbo=p&tbm=bks&q=inauthor:%22Peter+Hawkins%22), [Aisling McMahon](https://www.google.co.uk/search?tbo=p&tbm=bks&q=inauthor:%22Aisling+McMahon%22) (Open University Press, McGraw-Hill Education, London 2020) as a framework that also allows to look at the organisational and systemic influences on supervisees work. The Seven Eyes or Modes in this model are as follows:

1. Focusing on the clients and what and how they present.

2. Focusing on the supervisee’s strategies and interventions.

3. Focusing on the relationship between the client and the supervisee.

4. Focusing on the supervisee.

5. Focusing on the supervisory relationship.

6. The supervisor focusing on their own experience

7. Focusing on the wider context in which the work happens.

**Calm Cabin Counselling’s commitment in Clinical Supervision – Helen’s role as supervisor**

Helen will use her skills, knowledge and experience as a therapist and supervisor to help supervisees develop their own skills, knowledge and understanding and how this applies to their field of work. Helen will offer opportunities for supervisees to discuss their feelings and thoughts about the work with their clients/ stake holders/ service users and their professional role within their organisation.

Calm Cabin Counselling follows the guidelines of the [BACP Ethical Framework](https://www.bacp.co.uk/events-and-resources/ethics-and-standards/ethical-framework-for-the-counselling-professions/) for supervision (see additional sheets) and will support supervisees in monitoring the standards and ethics of their practice.

**Supervisees role**

Supervisees will attend supervision regularly and bring to supervision clients/service users or pieces of work they wish to discuss. Supervisees will work with their supervisor to identify their personal and professional development needs which may include personal therapy or exploring other training options outside of supervision.

**Enquiries**

On receipt of an enquiry, preliminary contact will be made, as soon as possible, via telephone, text or email. If the service has availability, a phone call may be arranged to gather more information about what the supervisee is looking for and whether Calm Cabin Counselling can offer appropriate support. Any material shared will be held confidentially by Calm Cabin Counselling\*. If after this first conversation the supervisee wishes to proceed, then an initial consultation in person or on zoom can be arranged. The purpose of this initial consultation is to offer an opportunity for both parties, supervisee and supervisor to explore whether Calm Cabin Counselling is the best service to meet their needs of to set out the structure of the Clinical Supervision in a way that offers clarity for both parties.

**Appointments**

Calm Cabin Counselling can offer appointments on Tuesdays, Wednesdays and Thursdays from 8.30 am to 6.30 pm. Most supervision will take place monthly, (trainee counsellors may require more frequent fortnightly supervision) and Calm Cabin Counselling will endeavour to find a regular time and day that suits both parties. Calm Cabin Counselling takes regular breaks during the school holidays and this will be negotiated with clients giving at least 3 weeks’ notice.

If supervisees wish to terminate the supervision then a months’ notice is required therapy to allow time to explore the ending of the supervisory relationship. For immediate and essential contact regarding scheduling of appointments between sessions please text **07929083485**. For longer communication between sessions please email [calmcabincounselling@protonmail.com](mailto:calmcabincounselling@protonmail.com).

\**Please see additional Privacy Statement*

If sessions need to be cancelled, Calm Cabin Counselling would appreciate at least 24 hours’ notice. Please call or text 07929 083485 or email [calmcabincounselling@protonmail.com](mailto:calmcabincounselling@protonmail.com). With exceptions for illness or unforseen circumstances, if a supervisee cancels within less than 24 hours’ notice then they are still liable for the fees for the missed session. Calm Cabin Counselling will endeavour to honour all scheduled sessions but if, unexpectedly, a session cannot go ahead, supervisees will be contacted as soon as possible and the supervision will be rescheduled.

**Fees**

Calm Cabin Counselling fees are £50 per for an hour’s supervision. Concessions are offered for trainee counsellors and counsellors starting out in private practice for their first year of business. Trainee counsellors on placement are charged at a rate of £35 per hour and counsellors new to private practice £40 per hour. If you would like to discuss this please raise this during the initial consultation to consider appropriateness and availability.

All fees must be paid in cash or by bank transfer on the day of the appointment to: **Mrs H L Luckins 20-99-40 20268488**

For those attending Clinical Supervision through their organisation, invoices will be sent monthly to the organisation recording supervisee’s names, the date and length of the session.

**Confidentiality**

The content of supervision sessions is confidential between the supervisee and the supervisor with the exception that all supervisors have a supervisor for supervision of supervision who they meet monthly to share and review their supervisees’ work. To maintain client confidentiality, when clients and supervisees are discussed in supervision of supervision, they are known only by forename. Supervision session notes are normally handwritten during each supervision session and kept securely in a locked filing cabinet.

**Safeguarding**

Calm Cabin Counselling acknowledges that practitioners working with children, young people and vulnerable adults may have to make decisions around safeguarding. Helen Luckins at Calm Cabin Counselling is qualified to Designated Safeguarding Lead level and attends regular top-up training with  [Somerset Safeguarding Children Partnership](https://sscb.safeguardingsomerset.org.uk/) . Supervisees may contact Helen out of normal working hours if they are concerned about a risk of significant harm to a client. If a safeguarding concern arises, supervisees working in organisation can normally contact the Designated Safeguarding Lead for their workplace. Supervisees working in private practice may require additional support and guidance from Calm Cabin Counselling and can phone Helen on 07929 083485. If Helen is not available then it may be necessary to phone supervisees’ local safeguarding partnerships directly or in the case of immediate danger the Police.

**Privacy Statement**

Calm Cabin Counselling is registered with the [Information Commissioner's Office (ICO)](https://ico.org.uk/) and Mrs Helen Louise Luckins is named as the data controller. Calm Cabin Counselling will need to keep contact details of supervises. Names, including forename and surname, mobile numbers and email addresses will be stored electronically on a mobile phone which is password protected. Calm Cabin Counselling will keep a paper or electronic copy of these details which will not be shared with anyone and will stored securely online or kept in a locked filing cabinet. In supervision session notes supervisees and clients will be identified by their first name only to maintain confidentiality. After supervision has ended these supervision notes will be archived for 7 years before being destroyed. Please read the separate ***Privacy Statement*** for more detailed information about how data is stored.

**Supervisee Satisfaction**

Calm Cabin Counselling will always endeavour to work in the best interest of all supervisees. If you are feeling in any way dissatisfied with your supervision, please make contact as soon as you feel something has arisen, so that things can be discussed and hopefully resolved as soon as possible. Calm Cabin’s therapy is guided by the [BACP Ethical Framework](http://www.bacp.co.uk/ethical_framework/) for Supervision. (Please see additional notes.)

If you are happy with this agreement then please sign below.

🞐 I agree to this Agreement for Clinical Supervision and have read the additional notes taken from BACP guidance for Clinical Supervision.

🞐 I have read the Privacy Statement and agree to Calm Cabin Counselling holding my name and contact details in a secure place to comply with General Data Protection Requirements.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supervisee) date \_\_/\_\_/\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supervisor - Helen Luckins ) date \_\_/\_\_/\_\_\_\_

**Please complete contact information overleaf**

**Contact Details**

Supervisee’s full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisee’s email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisee’s telephone numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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