

Renewal Listening Service

SOP Reference: Supervision Contract	Date: March 2021
Author: Norma Clark	Signature:
Date of next review: March 2022	

This is a Supervision contract between _____

And _____ From (College/University name)

Frequency we will meet for individual supervision _____

Frequency we will meet for group supervision _____

Outline

We agree to give as much notice as possible if either of us has to cancel a session.

We agree to offer confidentiality around material shared with reference to the client or the personal circumstances of the practitioner within the BACP/other regulatory body's confidentiality framework and the service requirements.

We agree to a open and honest relationship and sharing of issues. In the event of disagreement, disputes or conflict arising between supervisor and supervisee we agree to submit, by arbitration, to the service manager or an outside supervisor.

Roles & Responsibilities as a supervisor

I will monitor the quality of work offered.

I will monitor the ethical issues and boundaries of the Listening Service.

I will provide ongoing assessment of the suitability of the client for the service and the listener.

I will create a safe place for the listener to explore and reflect on their work.

I will offer constructive feedback and periodically some targeted training. This may also include occasionally a listener maybe asked to record a client session for training purposes. (After seeking a signed permission form from the client).

If required I will submit a report to the training body or service manager of the Listening Service on any constructive feedback given a listener.

As the Listener

I will prepare for my supervision session.

I will bring each case at some stage (and not hide more difficult or challenging cases)

I will be open and honest especially if I feel out of my depth or struggling with personal or professional issues.

I will contact the supervisor out of hours if I am concerned for myself, the clients or where the work might be heading.

I will take part in both individual and group supervision.

I will also attend any training sessions offered.

Signatures

Listener/Counsellor _____

dated _____

Supervisor _____

dated _____