



**The Foster Practice**  
Counselling & Coaching  
3 Sandalwood Close  
Clanfield  
Hampshire  
PO8 0QH

Tel: 07764 776249

### **The Foster Practice – Supervisor/Supervisee Contract**

Welcome to The Foster Practice, aiming to provide safe, tailored and practical supervision and/or coaching. This contract document is a summary of terms and conditions, also containing information about the professional services and business policies. Supervisor and/or Coach refers to Zoe Foster and The Foster Practice.

Working with you and the modality you practice 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 of your practice, and encourages the development of skills, knowledge, awareness and ethical judgement, within the boundaries of a supportive relationship. Feedback is an essential part of the supervisory process and key to the ongoing growth of all therapists, myself included. The object of supervision is not to become a clone of your supervisor, but instead to work in a safe and professional space, and develop as a competent professional. This includes a respectful, fair and honest relationship for both supervisor and supervisee.

1. These supervision sessions are conducted in accordance with the ethical guidelines outlined by the British Association of Counselling and Psychotherapy (BACP) and The National Counselling and Psychotherapy Society (NCPS). These guidelines are available on the respective organisations' websites for reference. For any concerns, questions, or to lodge a complaint, supervisees may contact these organisations for advice.
2. Supervision sessions are in accordance with the BACP or NCPS guidelines for supervisory requirements. These requirements are available on these organisations' websites for reference.
3. The supervisor/coach is a member of the ICO (Information Commissioner's Office) and stores all confidential information in line with GDPR Guidelines. Client data is stored on the client management system 'bacpac'. Notes may be taken during and after sessions and stored on bacpac in accordance with GDPR.
4. Any confidential disclosures outside of the session are with the supervisor's own clinical supervisor (See Point 12), unless required under a court of law subpoena, at which point the supervisor/coach will discuss this with the supervisee. The supervisee has the right to inspect their records should they so wish, and this request will be fulfilled during a supervision session. The supervisor/coach has in place a 'therapeutic will'. In the event of their incapacitation, this GDPR data will be managed or destroyed appropriately.
5. The cost for each 1 hr session is £65.00 and 1.5 hr session is £95.00.
6. Payment is to be made on or before the session. Cash, Card, PayPal (via Invoice) or BACS payment can be made. Please note for BACS payment, Sort Code 40 39 05, Account Number 01400169.
7. Supervision/Coaching can be provided face to face, via video or telephone. If you are planning on using online supervision it is important to ensure you have a confidential space for the session so you can talk freely without compromising client confidentiality.
8. Cancellations within 24 hours of the booked appointment are charged at full rate.
9. Calls and messages will be responded to as time permits in normal operating hours. If additional, urgent supervisory support is required, the supervisor and supervisee will verbally recontract to accommodate this. This may include how the supervisee contacts the supervisor, when, and for how long the supervisor can provide additional support.
10. The cost of therapy includes any handout materials, but excludes additional time for report writing, assessments or other administration. These are available at a discretionary rate.



11. As part of the code(s) of practice the supervisor/coach is required to carry out continuing professional development and engage with clinical supervision of the supervision they are delivering. This ensures an ethical and professional service to supervisees. Supervisee cases or case work be discussed in the supervisors own clinical supervision and managed within the guidelines of the BACP/NCPS ethical frameworks including management and maintenance of confidentiality (See Point 12).
12. Confidentiality will be maintained in line with BACP/NCPS codes of ethics and UK legal requirements. On rare occasions, confidentiality cannot be guaranteed. This may include risk that the supervisee may harm themselves, others, or disclosure of a criminal act such as involvement in terrorism or money laundering. Harm to others may include supervisee clients, children and/or vulnerable adults.
13. In such exceptional circumstances, it may be necessary to seek additional help outside of the supervisory relationship. In such an event, this will be discussed with the supervisee first. These are exceptional circumstances and in normal circumstances the supervisee's right to confidentiality is a priority.
14. The supervisory/coaching relationship remains professional. Boundaries (such as contact outside of sessions) can be agreed as part of contracting during sessions. Supervisors are held to the same strict code that counsellors/psychotherapists work to, meaning they cannot respond to requests for friendship or private social media connections. These would be considered a dual-relationship.
15. Student supervisees may find that they have specific requirements for supervision as outlined by their training provider. This may include the modality, level and setting for a supervisor, as well as frequency, duration and total supervision sessions per number of clients being seen by the supervisee. As a part of this contract, the supervisee would bring along written supervisory requirements as outlined by the course/membership body along with contact details for the course leader in order that any issues arising, assessments, or any other requirements can be discussed if necessary.
16. Supervisor Responsibilities:
  - a. Be available and attend at the agreed, pre-booked time
  - b. Start and finish sessions on time
  - c. Offer an appropriate, confidential space online or face to face
  - d. Agree and contract any additional communication with the supervisee outside agreed supervision sessions, if required, for urgent professional requirement.
  - e. Maintain safe and professional boundaries
  - f. Encourage the supervisee to develop autonomous decision-making
  - g. Work within the supervisor's ethical framework
  - h. Review the supervisory relationship and work on a regular basis
  - i. In the event of the supervisor cancelling, to offer an alternative appointment ASAP
17. Supervisee Responsibilities:
  - a. Be available and attend at the agreed, pre-booked time
  - b. Give a minimum of 24 hours' notice when cancelling/changing an appointment (See Point 8)
  - c. To pay session fees in full at each appointment (See Point 5)
  - d. Agree and contract any additional communication with the supervisor outside agreed supervision sessions if required for urgent professional support
  - e. Consent to the supervisor contacting the supervisee's ethical body, learning institution or place of practice if the supervisor has serious concerns about risk to the supervisee, unethical practice or fitness to practise
  - f. Inform the supervisor if the supervisee is in or considering entering another supervisory relationship
18. Please note: any threats or acts of violence will invalidate this agreement and supervision will cease. Sessions will not take place if the supervisee arrives under the influence of alcohol or non-prescribed medication. Additionally, this will be deemed an ethical concern and may be taken up with the supervisee's membership body.
19. Supervisees will be notified of any holidays or training to be taken by the supervisor/coach. However, there may also be occasions when sessions are be cancelled because of supervisor/coach illness. The supervisor will try to give the supervisee as much notice as possible and will offer an alternative time.



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20. This contract may be revised after 6 months from signing if required by the supervisor. This will, of course, be discussed with the supervisee.
21. It usually becomes clear to both supervisee and supervisor/coach when it may be appropriate for the supervisee to look at another supervisor based on increased level/new specialism/modality adjustments. Both parties can agree together on work to prepare the supervisee for ending in a planned way. Supervision and coaching can be challenging and occasionally it may feel overwhelming. Do try to bring this to your sessions to explore rather than having a sudden end. It may be an opportunity to understand what is going on within the work, the supervisory relationship, or to re-adjust the pace or content.
22. BY ATTENDING A SUPERVISION SESSION WITH THE FOSTER PRACTICE, YOU ARE ACCEPTING THE TERMS OF THIS AGREEMENT.

**Client 'bacpac' Reference:**

- All client data including this is held on the 'bacpac' system for confidentiality.
- Any paper copies will be destroyed once this document is uploaded to 'bacpac'
- All contact details, including the client's emergency contact is held on 'bacpac'

**Supervisee 'bacpac' Reference #:**

**Supervisee Name:**

**Supervisee Signature:**

**Date of Signature:**

**Supervisor Name:**

**Supervisor Signature:**

**Date of Signature:**