



Peter Edwards  
 9 Dunstone View  
 Plymstock  
 Plymouth PL9 8TW  
 Clinical Supervision | [www.counsellingplus.co](http://www.counsellingplus.co)  
 07917 666 494 | [Peter@CounsellingPlus.co](mailto:Peter@CounsellingPlus.co)

<b>Name of Supervisee:</b>			
<b>Address:</b>			<b>Postcode:</b>
<b>Telephone:</b>		<b>Email:</b>	
<b>The best way to leave a message for me is:</b>			
<b>About me:</b>	<p>I am a qualified and practicing Psychotherapist, registered with the BACP. I am also a Chartered Member of the Institute of Personnel &amp; Development. I am currently attending the NCS accredited course in Clinical Supervision with the Heartwood Institute of Counselling and Psychotherapy. I have three years' experience of Supervision work with the Simply Counselling CIC and in private practice. In addition, I have over fifteen years' experience in process consultancy work.</p>		
<b>Duration and frequency of supervision sessions:</b>	<p>These last either one full hour, or 1½ hours, depending on what is agreed. Note that the BACP requirement for supervision is a minimum of 1½ hours per month for practicing counsellors. Most supervisees prefer supervision once each calendar month, though sessions on a four-weekly cycle mean that missing a session during the summer or Christmas holiday period maintains the minimum requirement across the year.</p>		
<b>Frequency of supervision and timing agreed:</b>			
<b>Support provided outside supervision sessions:</b>	<p>Every Counsellor experiences moments when they are not certain of their skills or practice with a client. Often this can be resolved by reflection. However, the safety of the client and counsellor is vital, and I welcome contact from supervisees between sessions if that is necessary to ensure safe practice and maintain personal wellbeing. I monitor my mobile phone regularly and the best way to contact me is either to send a text (preferred) or leave a voicemail. I will respond as quickly as I am able.</p>		
<b>Fees, Payment, Cancellations, Holidays, and Attendance:</b>	<p>My full fee for supervision is £40 per hour; this is reduced to £30 per hour for Trainees, payable either in advance or at the time of the session. Payment can be by cash, PayPal or by card. If a session is missed without at least 24 hours' notice, payment will be expected in full. If cancellation is made with reasonable notice, no payment will be charged.</p>		

	<p>If I am indisposed and unable to work at the time agreed, I will endeavour to give as much notice as possible</p> <p>If a session is missed, it is usually possible to rearrange it within the same period, subject to my availability.</p> <p>I take regular holidays as a contribution to my essential self-care. I usually plan these in late summer and over the Christmas period and will give reasonable notice. I monitor my phone during holiday periods.</p> <p>It is the Supervisee's responsibility to turn up on time, properly prepared once the date and time of the session is agreed, without further notification.</p>
<b>Records and Reports:</b>	<p>I keep personal notes of each session. These are held on a secure computer using a system called BacPac, approved by the BACP as meeting rigorous standards of data protection. These notes are not comprehensive and are intended to assist my recall of issues arising and to inform future sessions and CPD.</p> <p>I am happy to provide reports for training and CPD purposes, within reason, for no additional fee. I would normally ask the supervisee to present a first draft of any report as a means of self-reflection prior to my amending and approving it.</p>
<b>Confidentiality:</b>	<p>I maintain strict standards of confidentiality appropriate to counselling. I do not keep physical records (all documents are scanned and uploaded to the secure BacPac records system, then shredded). I discuss my work in Supervisor's Supervision regularly, to ensure safety and effective practice.</p>
<b>Professional standing and ethics:</b>	<p>I am a Registered Member of the BACP, and subscribe to the BACP Ethical Framework. I will work with whichever professionally recognised ethical framework a supervisee subscribes to. Ethical considerations arise throughout the supervision work and will be discussed accordingly. From time to time ethical issues will be given specific attention as a key factor in good practice.</p>
<b>The nature of the supervision relationship:</b>	<p>I will aim to work with you to establish a constructive, co-operative relationship that enables your development (and mine!). In general I work to apply core conditions to underpin this work, creating opportunities for personal insight that may take time and trust to develop. However, supervision contains an evaluative element that is part of my responsibility to the wider profession; this can sometimes feel at odds with UPR but is, occasionally, necessary to ensure safe and ethical practice.</p> <p>The use of counselling <i>skills</i> is essential to supervision work. Some supervision time may be spent in providing counselling support in response to issues presented. However, supervision is not therapy, it has a more strictly defined professional purpose. If a supervisee presents issues which need full therapy, that is something that will be discussed and may be recommended. Supervisees should accept that if, in my carefully considered opinion, therapy is needed to establish or maintain professional effectiveness, refusal to do so may call into question fitness to practice.</p>
<b>Addressing concerns about a Supervisee's practice:</b>	<p>One of the key functions of a Supervisor is to support the maintenance of professional standards and to help ensure the safety of clients and Counsellors. If at any point, I perceive a risk in these respects I will firstly discuss the issue with you and work towards an acceptable resolution. If resolution is not achieved, I reserve the right to refer the issue to any concerned Agency and/or the appropriate professional body. My aim</p>

	would be to support satisfactory understanding and development, ultimately to protect clients, yourself and the wider profession.
<b>Addressing concerns about my practice:</b>	If you have concerns about my approach to our work together or any action (or inaction), I request that these are brought to my attention first, to facilitate their resolution to our mutual satisfaction. If this is not achieved, it is open to you to refer my work to the BACP for consideration by my professional organisation.
<b>Insurance:</b>	<p>I hold professional indemnity insurance for my work with Towergate Insurance. A certificate of insurance is available for examination. I require that all supervisees hold similar insurance covering their counselling work and related activities material to the supervision process.</p> <p>I confirm that I (Supervisee) hold and will maintain current professional indemnity insurance in respect of my counselling work and related liabilities, or that my employing Agency has such insurance that covers my work.</p> <p style="text-align: center;">□</p>
<b>Responsibilities in Supervision:</b>	<p><b>My Responsibilities as Supervisor:</b></p> <ul style="list-style-type: none"> <li>• To be available as agreed.</li> <li>• To ensure a safe enough space for the Supervisee to lay out practice issues in their own way.</li> <li>• To help the Supervisee explore and clarify thinking, feeling and fantasies which underlie their practice.</li> <li>• To share experience, information and skill appropriately.</li> <li>• To challenge practice which I judge is unethical, unwise or incompetent.</li> <li>• To challenge personal or professional blind spots which I may perceive in individuals.</li> <li>• To be aware of the organisational contracts which I and the Supervisee have with college, university, employers, clients and supervision group.</li> </ul> <p><b>Supervisee's Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To themselves; time for reflection and self-care.</li> <li>• To identify practice issues with which they need help and to ask for time to deal with these.</li> <li>• To become increasingly able to share these issues freely.</li> <li>• To identify what kind of responses they want.</li> <li>• To be aware of the organisational contracts the Supervisee is in – in the workplace, in the college or university, with clients, with the Supervisor or Supervision Group.</li> <li>• To be open to others' feedback.</li> <li>• To monitor tendencies to justify, explain or defend, and to be prepared to work on personal 'stuff', even though difficult.</li> <li>• To develop the ability to discriminate what feedback is useful.</li> <li>• To be reliable in attendance and readiness to work.</li> </ul>
<b>Preparation and follow-up:</b>	Supervisees should arrive on time for sessions well prepared to discuss relevant issues and able to work effectively. I commit to the same requirements. Administration should be dealt with promptly/as agreed.



**Please provide the following information.**

Your qualifications:	
Any training you are currently undertaking, who with, and what qualifications are you working towards?	
The theoretical model you prefer to use:	
Details of membership of a professional body:	
The name of your Agency or Organisation and key contact:	
Requirements of your Agency or Organisation in respect of supervision:	
How you obtain your clients:	
How many clients you currently have/see in a typical week:	
Where do you consider yourself to be in your development as a Counsellor?	
Do you have a personal development plan and what professional/CPD needs have you identified?	
Have you been to supervision before? Was your experience positive or negative? (please do not name your supervisor.)	
Please say why are you coming to me now?	
I will wish to speak with you about your understanding of the nature and role of supervision. You may wish to consider this in preparation, or provide some details here.	