



'Preparing the Ground'

Information sheet about Counselling Supervision

I see supervision as an evolving, negotiated, and agreed process between colleagues, no matter how 'senior' or 'junior' each may be. This information sheet aims to clarify the basis of our agreement to work together. I hope it gives you confidence to know what to expect from me and from yourself.

This information stands alongside the 'Counselling Supervision' page on my website and aims to clarify what is expected of you - and what you can expect - in our supervision work.

What you can expect of me:

- **Protected time** at our arranged meetings to explore issues relating to your counselling work. This will include specific 'casework' material, as well as related issues outlined on my website page.
- **Warmth and support** in our meetings. However, as they will also include the challenge implicit in Person-Centred work, they may well not always feel comfortable for you.
- **Confidentiality**. Whilst I do discuss my work with supervisees in my own supervision this does not include detail that may compromise your or your client's identity (unless required by professional ethics or your professional or training organisation). I keep brief, factual notes of our meetings in a secure, encrypted, paperless form. You may request to see these if you wish.
- **Ethical practice**. I will strive to work in ways which embody and promote ethical practice and will act appropriately if at any point I have concerns about your work. I will always share any concern with you initially.
- **Clarity** about planning our meetings and my availability. I aim to give at least three week's notice of any planned absence. I am generally happy to supply reports for training or other organisations without extra charge. Where an extra fee is needed, I will be clear about it.
- **Availability between sessions**. Should you urgently need to contact me between meetings about a matter that cannot wait, you may do so by email (preferred) or phone. I will respond as soon as I am able.
- **Professional Will**. I sincerely hope this is not necessary, but if for some reason I am incapacitated and am unable to meet with you or contact you about it, a trusted and experienced colleague will contact you.

What I will expect of you:

- To engage with me as professional colleague, whatever your training and experience. This would include things such as returning messages, or responding to emails promptly.
- To arrive promptly for our meetings, prepared to use the time together productively. It is usually helpful to spend time thinking in advance about what you want on our agenda.
- A willingness to take the risk of being as open as you can about both your good work and the times when you feel you have not served your client well. I will not sit in judgement of your practice. My aim is to support you to be the best you can be; honesty with both yourself and me significantly aids this process.
- At least 24 hour's notice if you wish to cancel a session for any reason. Without this the session fee may be payable, depending on the circumstances.
- To be clear about your training organisation or professional body's requirements for supervision, and to ensure that you are having adequate supervision and meeting any other professional requirements to support the quantity and the nature of your client work.
- Payment. If you are responsible for paying for your supervision, payment is by direct payment from your bank account, giving your name and the date as a reference. Details for my account and sort code are on the Fees and Payment page of my website

Ending our supervision work.

We both have the right to terminate our supervisory relationship at any time. Nonetheless, I would always prefer that you give me a minimum of two session's notice. This gives us opportunity to reflect on our work together, pay attention to its ending, as well as giving time to organise alternative supervision arrangements

Your agreement

Please check through this information sheet to be sure that you are happy with it as a basis for our work together. I will be happy to discuss any aspect of it with you at any point.

Simon Spence
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