

Group Supervision Information Sheet for Organisations

Group Supervision Service

As part of providing this service, I keep a record of each session, including who was present at each session. I keep notes on the themes we discuss, and the clients we discuss. These client details do not include any names or identifying details, but act as a reminder to me, in case you choose to discuss the client on a following occasion. I also keep a record of any other important points discussed during the sessions, such as decisions made in the session or specific information or advice I have given.

Record Keeping

Records are maintained in keeping with professional best practice standards and accountability. These records are not accessible to any other person without the expressed consent of the supervisee.

Confidentiality

I do not discuss details of the sessions with employers, or have regular conversations with them about the service provision unless this has been prearranged and all parties are clear about this process. If employers wish to have some type of update or progress record of sessions they have purchased, this will be discussed with them and with the group, and some transparent and suitable arrangement will be organised that maintains the confidential nature of the supervision contract.

Release of Information

Release of information outside the prearranged parameters, will normally require explicit, written consent signed by the supervisee/s. Verbal agreement may be accepted only when both supervisee and supervisor agree that the circumstances do not require the formality of a written agreement.

Information may be disclosed without consent when there exists a:

- clear danger to the supervisee or to others, or
- legal obligation to do so. Legal obligation includes such circumstances as a court subpoena, a valid search warrant or such other legalised requirements as may be in force at any given time.

Fees and Accounts

Group sessions are invoiced at the agreed rate at the end of each month. Receipts will be issued at this time, if requested. Payment terms are 30 days.