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Supervisee Information Sheet

Supervision Service
As part of providing this service, I need to collect and record your personal contact details and that of your employing organisation, particularly if your employer is paying for your supervision. I keep some notes on the themes we discuss, and the clients we discuss. These client details do not include any surnames 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. All information is stored in a secure, locked filing cabinet.

Confidentiality
Whether a supervisee is paying privately for supervision, or the employer is the purchaser, I do not routinely discuss details of the sessions with employers, or have regular conversations with them about the service provision. If employers wish to have some type of update or progress record of sessions they are paying for, this would be discussed with them and with the supervisee, and some transparent and suitable arrangement will be organised that maintains the confidential nature of the supervision contract. Where supervisees pay for their own sessions, I would generally have no contact with their employers.

Release of Information
Release of information will normally require explicit, written consent signed by the supervisee. 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 & Accounts
Fees are payable at the end of face-to-face sessions by cash or by electronic transfer. Receipts will be issued via email unless otherwise negotiated.

Remote-access sessions are invoiced directly after each session, either to the individual contracting the service or to the employer. Invoices can be paid via bank transfer and terms are seven days. Receipts for individuals are sent via email. Receipts for organisations will be sent if requested.

Cancellation
Twenty-four hours notice of cancellation is required, otherwise, a fee will be charged.

Telephone Contact
I can be contacted on my phone or via email (details above). If I do not answer, please leave a message and I will return calls as soon as possible in business hours.

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