

Supervision Agreement for Online and In-Person Supervision with Dublin Counselling Service Practitioners

This is an informed consent document which sets out the boundaries to our online and in-person supervision work together. Please read the information below and agree its acceptance before commencing supervision.

Dublin Counselling Service practitioners have specialist training in conducting both online and in-person supervision and psychotherapy. We are mandated reporters under the Children First Act (2015) and adhere to the Codes of Ethics and Practice of the professional accrediting bodies in Ireland (IACP & IAHIP).

Privacy Policy

Our practitioners are compliant with the General Data Protection Regulation (GDPR). No audio or video recordings of sessions will be made without the express consent of the Supervisee. All records are kept securely for a period of seven years. Our privacy policy can be accessed through this link: https://www.dublincounsellingservice.ie/counsellingagreement_privacypolicy/

This Supervision Agreement is between:
SUPERVISOR:
And SUPERVISEE:
Accreditation / Training Status:
Address:
Phone:
Email:

Location, Duration and Frequency of Sessions

Sessions will be held Online or at our office in Wicklow Street, Dublin. The duration of each supervision session is approximately 50 minutes and will take place monthly or as agreed.

Payment of Fee

The fee is €70 to be reviewed at the beginning of each calendar year. It is payable at the end of the session by cash or electronic transfer. Non-payment for session may result in cessation or delay of future sessions.

Lateness and Missed Sessions

Sessions are organised for an agreed date and time. If you are late attending the session, your Supervisor will wait in the therapy room or stay online for fifteen minutes to allow for any eventualities. If you do not make contact within this time, the session will be considered missed and will be cancelled. You will be charged for this. If you are late attending your session, the session will still end on time.

Cancellation Policy

A minimum of 48 hours' notice is required to cancel a session. Missed appointments with less than the required notice will be charged at the agreed session rate, as this does not leave sufficient time to offer the appointment to someone on the waiting list. The cancellation fee may only be waived in the event of a family bereavement or a crisis and not for general ill health or work commitments. It may not be possible to hold a session slot open if a) you miss a scheduled appointment without giving notice or b) cancel sessions repeatedly.

Supervision Process / Roles and Responsibilities

Supervision is a space for the Supervisee to discuss and reflect on their practice and receive feedback, support and guidance from their Supervisor, as appropriate.

Supervisor's Responsibilities are to:

- Manage the time and structure of sessions
- Provide managerial, supportive and educative assistance, as appropriate
- Provide ongoing feedback and review
- Facilitate a safe and collaborative environment
- Keep a record of attendance
- Keep session notes in a secure place
- Provide reports as requested by an accrediting body or learning institution.
(Please note: we do not provide Court Reports).

Supervisee's Responsibilities are to:

- Attend sessions on time
- Prepare for the supervision session
- Engage in the supervisory process
- Keep notes for your own learning record
- Reflect and apply learning from your supervision
- Give and receive feedback
- Be familiar with the code of ethics of your accrediting body
- Work within the limits of your professional competency
- Hold complete and up-to-date insurance for the service(s) you provide
- Ensure compliance with client hours to supervision ratio in accordance with the requirements of your accrediting body and/or learning institution.

Confidentiality

Our supervision work will remain strictly confidential except in the following situations:

1. Where an accrediting body or learning institution requests a report and explicit consent is given by the Supervisee
2. Where there is a likelihood of harm to the Supervisee or their client(s)
3. Where there are child protection concerns
4. Where any legal process supersedes the supervision contract.

In circumstances where exceptions to confidentiality occur your Supervisor will encourage and support you to seek support from a relevant agency. *(Note: As accredited Supervisors and Psychotherapists we are required to attend regular supervision, however, this does not involve revealing the identity of Supervisees or their clients and is solely for the purpose of maintaining the highest professional standards).*

Online Supervision

Online supervision sessions will be conducted by video or voice via an online platform with secured end-to-end encryption. A meeting invite will be sent to you by text or email just prior to the session time and you will need to be ready to connect at the agreed time. No audio or video recordings of the session will be made without the express consent of the Supervisee. You are asked not to attend sessions under the influence of alcohol or recreational drugs and that you dress appropriately for all video and in-person sessions.

Technology Failure

In the event that technical difficulties are experienced with the online platform, your therapist will contact you to continue the session by phone. So, please have your phone accessible and charged.

Data Protection

When attending online it is essential to ensure that you have a safe and private space to work from where you will not be disturbed and that you safe-guard and password-protect any device used for supervision. Sessions may not be recorded electronically. In order to maintain professional boundaries, there will be no sharing or correspondence between us on any online social network forums. Supervisees are responsible for electronically stored or printed material either sent to or received from their Supervisor.

Emergency Contacts

‘External Mental Health Services and Supports Contacts’ can be accessed through this link: <https://www.dublincounsellingservice.ie/external-mental-health-services-and-supports/>

I, the undersigned confirm that I have read, understand and consent to this Supervision Agreement.

Signed: _____
Supervisee signature

Signed: _____
Supervisor signature

Date: _____

Date: _____

(Please return a signed copy of this agreement to your Supervisor by hand, electronically or by post, prior to sessions commencing.).