Kusudama Therapy – contract for individual supervision

This contract is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisor) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisee)

This part sets out the business arrangements of our relationship.

Cost and payment:

* The cost of each 50 minute session is £35, payable in advance via BACS. Please use your initials as your reference. Fees will be reviewed annually. Payment details: Mrs T L Goldsmith, 20-46-60, 90530816 (NB this is not a business account)
* If you fail to pay or arrange payment for two consecutive sessions, you will not be able to schedule more until the debt is settled.

Cancellation:

* If I am unwell or need to schedule a break in our work, I will provide as much notice as possible. If I cancel an appointment at short notice there will be no charge, and I will reschedule it.
* If you cancel less than 48 hrs before the appointment, in most cases you may be charged for the appointment.
* If you fail to attend any two appointments without prior notice, I will assume you no longer wish to be in the relationship, and will seek to end it.
* If you fail to attend a session at the scheduled time without notice, you will be charged for the appointment.
* If there is a technical problem with an online session at either end, I will seek alternative ways to contact you (e.g. a phone call). If the session cannot go ahead for technical reasons, we will reschedule and there will be no charge.

Professional obligations:

* We both agree to abide by the relevant ethical frameworks, and to have the necessary insurance in place for our work.
* If issues are raised in supervision which are of concern, e.g. breaches of ethics, criminal activity etc., then we will discuss how to proceed and what disclosure will need to occur.
* I have a professional will, so that in the unlikely event of a serious illness or death, your contact details will be shared with another professional who will get in touch to let you know that we will no longer be working together.
* I am a member of the BACP, UKCP and SPTI and as such I commit to abide by their ethical codes and frameworks. My work is supervised. If you wish to raise a complaint against me, this can be done via SPTI. In the first instance, I would seek a 3rd party to help mediate any dispute.
* I can be contacted via email – [taniagoldsmith@protonmail.com](mailto:taniagoldsmith@protonmail.com) or phone – 07905596147. I work from my office in Loughborough.

Privacy notice:

Your information is stored securely, and used only for the purposes of conducting my business.

A full privacy notice explaining how your data is used and stored, and your rights regarding it, can be found on my website: [www.kusudamatherapy.co.uk](http://www.kusudamatherapy.co.uk)

By signing below, you indicate that you are content for me to store and use your data.

I have read and understood this contract, and show my agreement by signing it.

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The working part of our contract may relate to the following items, and will need to be created between us. The objective here is to encourage the active involvement of both parties in each stage of the process. I see this work as developmental, and therefore subject to change. I hope to support the supervisee in arriving at decisions around these topics, and also in changing their mind if they wish.

Frequency and ratios

* We agree to work together with the following frequency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The supervisee needs to meet the ratio of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes and reports

* The supervisor will keep minimal notes, with no client names recorded, in order to facilitate reflection and review sessions and any necessary report writing. All notes will be kept for seven years according to my professional obligations.
* The supervisee can decide how they will make and keep notes.
* All reports will be written collaboratively during session time, there will be no additional charge for reports or letters.

Confidentiality

* The supervisee is free to decide how to describe and name their clients, according to their own ethical needs and the boundaries of their client settings.
* The supervisor is in turn supervised in their practice, but all discussions will be anonymized in terms of the supervisee and any client issues raised, with the exception of issues which raise an ethical concern.
* Both parties agree to observe risk assessment criteria relating to client settings, and any additional 3rd or 4th party contracts necessary for training settings and placements.

Ethical competence

* The supervisee retains autonomy and boundaries in regards to their client work, and is responsible for maintaining ethical standards according to their professional memberships, contracts and placement guidelines. The supervisee is responsible for providing these for the supervisor.
* The supervisor is responsible for contacting a relevant 3rd party should they consider that the supervisee is working beyond their competency or ethical boundaries and that this presents a risk to themselves or their clients
* The supervisee is responsible for ensuring they have sufficient support in place for their client work, including self-care, additional training, reflection time and personal therapy when needed

Research

* This relationship can be a place where academic work is explored, where it relates to client work. Theoretical research concerns are better addressed in a specific academic supervisory relationship, and this can be provided within this relationship if required by adding additional earmarked sessions
* The supervisee is free to bring case study analysis and session recordings here, and to discuss the ethical approval process for gaining consent and the impact of research on the therapeutic relationship
* All supervisees are encouraged to explore the use of IRP in their practice, both as therapist and supervisee, whatever stage of careers they are at
* I may seek permission to record our work together in order to support my own professional development, a separate consent form is required for this, and it isn’t necessary to agree in order to work together.

The relationship

* Both parties have a responsibility to engage in the relationship honestly, to contribute creatively to the relationship and ensure it meets the needs of the supervisee.
* Both parties are encouraged to reflect on the time spent in supervision, and the supervisee is responsible for actively considering how to use the time together.
* The supervisor is responsible for ensuring the boundaries of the relationship are maintained, and although the relationship is intended to be supportive and exploratory, they will be mindful of the role of the other professionals in the life of the supervisee, such as placement supervisors, line managers, tutors and therapists. They will indicate when work may be best taken elsewhere so that the supervisee can get adequate support.

Endings and reviews

* Both parties are responsible for ensuring that work is reviewed as necessary
* Both parties agree to give notice of an intention to pause or end the relationship
* The supervisor will provide an opportunity to reflect on the work at an ending session

Additional thoughts:

I agree to this amended working contract, and to review it on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_