

Clinical Supervision Agreement

Editable website master | Version 3.0 | 29 August 2026

Supervisor	Melisa Adams
Professional status	Senior Accredited BACP Psychotherapist and Clinical Supervisor
Fee	£95 for 90 minutes
Delivery	Online video or telephone

Purpose and framework

Supervision is a collaborative, reflective and accountable professional relationship supporting safe, ethical and effective practice, practitioner wellbeing and development. We will identify the supervisee's role, modality, client group, professional body, competence, employment or training requirements and any responsibility held by another organisation. The ethical framework and standards relevant to the supervisee's work remain applicable.

Responsibilities

- The supervisee remains responsible for clinical decisions, lawful practice, insurance, competence, records and compliance with employer, placement, training and professional-body requirements.
- The supervisor provides reflection, challenge and guidance within competence, keeps appropriate supervision records and raises concerns that affect client or public safety.
- The supervisee will present work accurately, disclose material risk, complaints, safeguarding issues, errors, boundary concerns and limits of competence, and seek urgent support when needed rather than waiting for the next session.
- Both parties will review the frequency and duration of supervision against the actual workload and applicable professional requirements.

Client confidentiality in supervision

Use the minimum necessary client information and remove identifying detail wherever possible. Do not send clinical records or sensitive client material through ordinary email unless a secure, agreed method and lawful basis are in place. Confidentiality may be limited by serious risk, safeguarding, legal duties, professional-conduct processes or the need to protect the public. Where possible, concerns and any proposed disclosure will be discussed first.

Sessions, fees and cancellation

Individual supervision costs £95 for 90 minutes. Group or organisational work requires a separate written agreement. Payment is due in advance or on the day. At least 48 hours' notice is required to cancel or rearrange; late cancellation or non-attendance is normally charged in full, with exceptional circumstances considered fairly.

Records, reports and organisational contact

I keep brief supervision records under the Privacy Notice. Accreditation, training, placement or employer reports are completed only where agreed and factually supportable. We will record what may be shared, with whom and for what purpose. If client safety or serious professional misconduct is unresolved, I may need to contact an employer, training provider, professional body, safeguarding authority or other appropriate person, sharing only what is necessary.

Boundaries, conflicts and complaints

Dual roles, conflicts of interest, gifts, social-media contact and other boundary issues will be discussed openly. I will not provide personal therapy within supervision. Concerns should be raised promptly. Data-protection complaints follow the Privacy Notice; professional-conduct concerns may be taken to the relevant professional body where its procedure applies.

Confidentiality and its limits

Sessions are confidential, but confidentiality is not absolute. I may share the minimum necessary information where you authorise it, where law or a court requires it, for safeguarding, where I reasonably believe there is a serious risk of harm, or to establish, exercise or defend legal claims. Where possible and safe, I will discuss a proposed disclosure with you first. Client work is discussed in clinical supervision with identifying details minimised.

No recording, transcription or AI tools

No participant may audio-record, video-record, photograph, live-stream or transcribe a session, or allow an AI notetaker, meeting assistant, bot or automated summary tool to join it, unless a separate written agreement has been made in advance. Any agreed recording must have a defined purpose, lawful basis, access controls, retention period and secure deletion plan. Undisclosed recording may lead to the session being stopped and the working agreement reviewed, with safety and fairness considered.

Online and telephone sessions

Join from a private place using a secure device and connection. At the start I may confirm your current location and emergency contact. Tell me before a session if you are outside the UK because legal, insurance, safeguarding or professional restrictions may affect whether the session can proceed. If technology fails, we may continue by telephone or rearrange by agreement.

Emergencies

This is not an emergency or 24-hour service and messages may not be read immediately. If anyone is in immediate danger, call 999 or attend A&E. For urgent mental-health support contact a GP, NHS 111, the local crisis service or Samaritans on 116 123.

Review, endings and contingency

The agreement and supervision relationship will be reviewed periodically and whenever role, workload or risk changes. Either party may end with reasonable notice where possible. I maintain a confidential professional-contingency arrangement so that essential notification can occur if serious illness, incapacity or death prevents me contacting you.

Contracts and private-practice guidance

We may use anonymised examples and current professional guidance to help you think through private-practice contracting. My own agreements may be discussed as carefully considered examples and a useful starting point. You may adapt wording where appropriate, but you remain responsible for creating a contract that accurately reflects your identity, membership, competence, modality, client group, location, insurer, cancellation terms, emergency arrangements, record systems, processors, retention decisions and applicable law. You should check current guidance, discuss material decisions in supervision and obtain specialist legal, tax, insurance or data-protection advice where needed. I do not certify a supervisee's business or contract as legally compliant.

Electronic acceptance and signatures

Electronic acceptance has the same purpose as signing a paper copy. The completed record should identify this document's title and version, the signer's name, signature, date and submission audit trail. Each signer must receive a completed copy.

- ☐ I have read and understood this agreement and Privacy Notice.
- ☐ I understand that I retain responsibility for my clinical work and must bring material risk and professional concerns to supervision.
- ☐ I agree not to record, transcribe or use AI tools in supervision unless separately agreed in writing.

Full name

Email address

Electronic signature

Date
