

## **CLINICAL SUPERVISION POLICY**

All clinical supervisors are appointed by a panel comprising the Hope in Haringey (HiH) Chair of the Board of Trustees, the Counselling Manager and a current in-house clinical supervisor. Each clinical supervisor signs a written agreement as a self-employed in-house clinical supervisor with Hope in Haringey, which is renewed on a yearly basis.

### **ESSENTIAL REQUIREMENTS AND EXPERIENCE OF HIH CLINICAL SUPERVISORS**

1. All appointed clinical supervisors must have a counselling/psychotherapy qualification, be a current member of the BACP and/or UKCP (or relevant professional body) and have a specific clinical supervision qualification as well.
2. The role of the clinical supervisor is primarily to provide therapeutic support, advice and insight on case material, queries or concerns around the counsellor's work in their HiH school or college, while ensuring their work is of ongoing therapeutic benefit to the child or young person.
3. All clinical supervisors must be experienced therapeutic practitioners in work with children and young people and in primary and secondary school (or college) settings.
4. Clinical supervisors must be able to supervise play therapists, psychotherapists or counsellors, who may be trained in a different theoretical orientation to their own.
5. Supervisors must also be able to work transculturally with other counsellors and across all case material presented in supervision, while being committed to all aspects of diversity and equality and adhering to HiH's equality policy.
6. All clinical supervisors must have the following registrations, which must be updated on an annual basis (where relevant) and may need to be presented to HiH when required:
  - Professional registration
  - Professional indemnity insurance certificate
  - Enhanced DBS
  - ICO registration

The current team of clinical supervisors are: **Julie Jackson, Lynda Miller, Richard Bagnall-Oakeley and Rebeqa Lovett.**

## **SUPERVISION SERVICES PROVIDED**

The clinical supervisor will provide clinical supervision for HiH recruited counsellors working in schools or colleges contracted to HiH. Supervisors will be allocated to each counsellor by the HiH Counselling Manager. One hour of supervision per month (apart from August) is offered to each counsellor for one full day of working in an HiH school/college. Each full day worked will correspond to the number of supervision hours offered per month. So two full days of work in HiH schools/colleges, even if it is the same establishment or different places of work, will correspond to 2 supervision hours offered per month, and so on. For half a day in a school/college, one supervision hour will be offered if required.

The clinical supervisor and HiH counsellor will meet either face-to-face, on a secure online platform such as Zoom, or by telephone. The venue or type of meeting will be decided mutually.

## **ACCOUNTABILITY**

The clinical supervisor will be accountable to the HiH Director and HiH Counselling Manager.

## **RESPONSIBILITIES OF CLINICAL SUPERVISOR**

1. The clinical supervisor will be responsible for providing and organising the individual clinical supervision session/s with the HiH counsellor, at a time that will be convenient for both parties.
2. Supervision is provided in accordance with the ethical framework and practice of the supervisor's professional registration body, such as BACP or UKCP (for instance, BACP Ethical Framework for the Counselling Professions) and in line with the relevant policies and procedures of HiH.
3. Each clinical supervisor will form a therapeutic supervision contract with each newly allocated supervisee, whether written or verbally, in line with their supervision training, experience and the ethical framework of their professional body. This will include an explanation to the supervisee of the boundaries of confidentiality within sessions, and situations when confidentiality may have to be broken.
4. The clinical supervisor may be consulted outside of the supervision meetings in an emergency and with regards to a particular pupil, safeguarding incident or cause for concern by the counsellor or by the HiH Director or Counselling Manager. This contact is regarded as clinical supervision in relation to the supervisor's role and for invoicing purposes.
5. The clinical supervisor will provide clinical advice on a Subject Access Request (SAR) if requested by the Director or Counselling Manager at HiH.
6. Extensions to the HiH counsellor's work with a child or young person, if lasting longer than a term's worth of sessions, will need to be approved by the clinical supervisor on a counselling extension form, once the school/college representative has agreed and signed this.

## **ATTENDANCE AT CLINICAL SUPERVISION**

The counsellor is responsible for contacting the clinical supervisor directly to cancel and arrange appointments for clinical supervision. Should a counsellor be absent from a session without notifying the supervisor of a cancellation in advance of the session, the clinical supervisor will still invoice HiH for the cost of supervision. The supervisor will also have their own rules on notice required for cancellation, which will be explained as part of the initial contract with the counsellor.

The clinical supervisor will also be responsible for keeping a written record of attendance.

## **CONFIDENTIALITY IN SUPERVISION**

HiH clinical supervisors are required to uphold confidentiality regarding any information about or shared by HiH counsellors and this obligation shall continue indefinitely. This means that any supervision session content, including names of children, their parents or counsellors must not be shared with anyone else both within and outside of the HiH project except as mandated by legal or safeguarding requirements. *(See next section on “Concerns Arising in Supervision” for instances when confidentially may be broken in supervision.)* The clinical supervisor is only permitted to discuss HiH-related supervision or case material in their personal supervision with a supervisor external to HiH.

Any breach of these requirements will be regarded as gross misconduct and treated as such.

## **CONCERNS ARISING IN SUPERVISION**

At any time both the counsellor and/or clinical supervisor may contact the Counselling Manager if there are concerns about clinical supervision and if these concerns had not been able to be resolved within the supervision. The clinical supervisor may also contact the Counselling Manager or HiH Director as a matter of urgency should any safeguarding concerns or serious therapeutic malpractice concerns arise around the HiH counsellor’s work. The clinical supervisor will, in most cases, fully discuss these concerns with the HiH counsellor prior to making any concerns known to the HiH Director or Counselling Manager. Clinical supervisors will not discuss this with the counsellor first if this could place a child in any further danger.

The clinical supervisor will make it clear in their initial contract with the HiH counsellor, whether verbally or in writing, about when they would need to break confidentiality held in supervision sessions and share information disclosed by the HiH counsellor. They will also clarify who they would speak to specifically in HiH about these concerns.

## **SUPERVISION NOTES**

Supervision notes remain the property of the clinical supervisor, although in exceptional circumstances (safeguarding and/or other legal issues), access to these notes may be required (by solicitors or courts), for instance if a court judge subpoenas all clinical notes relating to a specific child or investigation. Summaries of relevant sessions may need to be provided where deemed necessary. The clinical supervisor will liaise with the HiH Director where necessary on this. In the rare instance of this situation arising, the counsellor will be fully advised of any

action taken. Under GDPR, the clinical supervisor (as part of their initial contract with a new supervisee) will also explain to the counsellor how their notes are stored and how they can access these notes should they ever wish to.

### **PAYMENT OF INVOICES TO SUPERVISORS**

HiH clinical supervisors will invoice for all clinical supervision sessions at the agreed rate on a monthly basis to the HiH Counselling Manager for payment. Clinical supervisors may also be asked to be involved on a recruitment panel for new counsellors, to which a different rate is paid. The requirements and fee paid are outlined in the contract between HiH and each clinical supervisor.

### **GROUNDINGS FOR TERMINATION OF CLINICAL SUPERVISOR'S CONTRACT**

HiH may at any time terminate the agreement with immediate effect if the clinical supervisor is guilty of any misconduct, commits a criminal offence, or acts in a way that breaches their written agreement with HiH.

### **NOTICE PERIOD FOR CLINICAL SUPERVISOR**

The clinical supervisor is required to give HiH and the HiH counsellors supervise a minimum of 3 months' notice for terminating their contract with HiH. Supervisors are also required to fully prepare each HiH counsellor they work with for completing work with each of them on an individual basis, providing a complete and thorough therapeutic ending for each counsellor.

Reviewed: March 2025

Next Review: March 2026

Reviewed by: Counselling, Operations and Finance Manager (Tom May)