



# **Information for Supervisees**

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# Supervision

Supervision is for counsellors, coaches, psychotherapists and professionals using counselling skills. Supervision provides a confidential place to speak about client work, express concerns, celebrate success, raise questions and explore the therapeutic relationship. It is a formal process which provides you with the discipline and support of an experienced colleague in the careful and confidential exploration of your client work.

## Aims

- To protect the best interests of the client
- To validate and support you
- To help client work remain focused, ethical, challenging, informed and creative
- To identify your developmental needs
- To provide accountability and ensure quality

## Responsibility

You maintain responsibility for your practice and for ensuring that you receive sufficient supervision for your needs and client load.

## Sessions

Sessions last for 1 hour or 1.5 hours. If you arrive late, your session will still end on time.

## Fees

You will be sent a link for online payments unless we are invoicing your organisation.

## Cancellations

If you are unable to keep an appointment we ask that you contact us asap. If this is less than 24 hours before your appointment you will be charged for the session. It is your responsibility to contact your supervisor if you miss a session.

## **Confidentiality**

Confidentiality is an essential part of the supervision process, so that you feel safe enough to explore difficult material. Rowan supervisors will not pass information to anyone outside Rowan unless:

- Your supervisor believes that you or a third party is in danger of harm, or that you are practicing unethically or outside your competence.
- Your supervisor would be liable to civil or criminal court procedure if the information was not disclosed

In all such cases, your supervisor will discuss their concerns with you first and will encourage you to pass on the information to the relevant person or agency yourself. When your supervisor sees their own supervisor, they will use your first name only.

## **Record Keeping**

It is essential for supervisors to be able to keep records on supervisees and their sessions. We keep all information according to the General Data Protection Regulation, please see our website for our Privacy Policy. Supervision notes are kept separate from your name and contact details.

## **Ethics**

All Rowan supervisors adhere to their professional body's codes of ethics and we expect you to adhere to the code of your own professional body.

## **Reports**

If you require your supervisor to write a report about you, please request this well in advance. They will discuss the content of the report with you before writing it. The charge for writing a report is the same as for one supervision session.

## **Reviews**

Your supervisor and you will review your working relationship on a regular basis, or as the need arises.

## Complaints

We will send you a feedback form to complete at the end of your supervision. We would appreciate if you would complete this and if you are dissatisfied or have any concerns with your supervision please discuss this with your supervisor.

If the issues remains unresolved please use the Complaints form on our website.

## About Rowan

Rowan is one of Scotland's most successful personal and organisational development specialists. We are a team of professional counsellors, trainers, coaches and facilitators with experience in a variety of fields including education, management and caring professions.

In addition to supervision, Rowan offers:

- Coaching
- In-house training
- Individual and couples counselling
- Family therapy
- Employee counselling services
- Workplace mediation
- Team facilitation

Rowan is on the COSCA register of recognised counselling organisations. COSCA is the professional body for counselling and psychotherapy in Scotland.

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