Clinical Supervision Contract Template (Free Download)

This pack includes:

- **Brief 1-page contract** (for quick set-up)
- **Fuller contract** (for when you want more structure and protection)

Who this is for

Psychologists, psychotherapists, and counsellors who:

- are starting a new supervision relationship
- want clearer expectations of supervision
- want supervision to be useful, ethical, and defensible

Important note

This template is **not legal advice** and it's not a substitute for your organisation's policies or your professional body's guidance. Use your clinical judgement, adapt the wording to your setting, and check requirements relevant to your profession (e.g., HCPC, BPS, BABCP, BACP).

Want more?

- Browse supervision resources or find a supervisor at: **supervisorplatform.com**

How to use this in 10 minutes

1. **Choose your version:** brief or full.
2. **Agree the basics:** frequency, format, fees (if relevant), cancellations.
3. **Clarify the purpose:** what are we using supervision for?
4. **Set confidentiality & limits:** especially risk, safeguarding, and legal disclosure.
5. **Decide records:** who keeps notes, where they're stored, and how access works.
6. **Set a review point:** e.g., every 3–6 months (and agree how endings work).

Suggested "minimum" topics to agree

- Purpose and scope of supervision
- Roles and expectations (supervisor & supervisee)
- Confidentiality and exceptions
- Risk/safeguarding & escalation route
- Record-keeping and access to notes
- Review frequency and ending well

Detailed Contract for 1:1 Clinical Supervision

Name of supervisee	
Name of supervisor	
Review date	

Reviews of contract should occur regularly to check that the supervision sessions are meeting the needs of the supervisee. It will be the responsibility of both the supervisor/ supervisee to bring the contract to the session.

Frequency and time of meeting	*Agree regularly spaced times. These meetings should be protected and only cancelled in exceptional circumstances.*

Format/Venue	*This should have a private area where you will not be disturbed. If online in a confidential space*
Fees/Invoicing	*Fees, invoicing, late payment, cancellations, holidays, rescheduling*

The purpose/ aims/ scope of supervision	*This outlines the reason why the supervisee wants supervision and what they would like to gain from the sessions. The purpose may relate to all aspects of their clinical role including: reflection, service delivery, personal development, communication, team dynamics and personal issues.* • *What supervision is for in this relationship (clinical development, ethics/risk, reflective space, skills, accountability)* • *Client group / modality focus (and what's out of scope)* • *Whether it includes case consultation only, or also recordings/live observation, role-play, etc.*

Extent of confidentiality (including when and how it may be broken)	• *What's confidential within supervision* • *Clear exceptions (risk, safeguarding, serious professional concerns, legal requirements, court orders)* • *What happens if the supervisee is in training and reports/ assessments are required*
Record-keeping	• *Who keeps supervision notes (supervisor, supervisee, or both)* • *What gets recorded (date, duration, themes/cases, decisions/actions, risk discussions)* • *Where records are stored, for how long, and how they're protected (GDPR/security)* • *Access to records: under what circumstances they might be disclosed (e.g., court order), and how requests are handled*
Risk and Clinical governance	*Expectations around discussing risk, safeguarding, and ethical dilemmas* • *What happens if the supervisor believes there's unsafe practice or unmanaged risk* • *Escalation steps (internal governance if in an organisation; professional body advice; insurer; legal)*

Monitoring and evaluation
• *How you'll check supervision is working (simple end-of-session check or periodic review)* • *Review points (e.g., every 3–6 months): "Is this still meeting your needs?"*

Other
• *What happens if the supervisee's practice changes (new niche/modality/ complexity)* • *Process for changing focus, adding a second supervisor, or ending supervision* • *Notice period if supervisee or supervisor wants to change arrangements* • *Named independent person both parties can go to if there's an irresolvable issue, rupture, or concern (especially useful in training contexts)*

Signature of supervisee	
Signature of supervisor	
Date	

Brief contract for 1:1 Clinical Supervision

To be completed by supervisor and supervisees at the setting up stage and reviewed regularly at agreed intervals

Name of supervisee	
Name of supervisor	
Date contract commenced	
Review date	

Both supervisor and supervisee(s) agree:

- To meet every …… weeks for …….. hours at / in …….
- Sessions will be charged at …..
- Cancellation policy: X hours' notice or fee applies.
- To protect this time by committing to the agreed dates and times; informing each other as soon as possible if attendance is not possible.
- Being punctual and ensuring there are no interruptions, for example from mobile phones.
- Our primary focus area is: client group / modality / setting (and any exclusions)
- If there are concerns about risk/unsafe practice: we agree an escalation route (org policy / professional body / insurer) and discuss this first wherever possible.
- To review this contract regularly and be open to feedback from each other as to how the sessions are progressing.
- To focus on any aspect of the supervisee's work,
- Uphold these agreed ground rules
- To abide by the clinical supervision policy of the organisation by which we are employed (if available).
- Challenge any breach of confidentiality or of this agreement.

My role as a supervisee is to:

- Maintain professional standards and ethical guidelines with the aim of ensuring and improving practice.
- Be responsible for contributing to the agenda
- Reflect and identify areas for my development and improvement.
- Be open to feedback and change.
- Attempt to complete tasks that we have agreed upon each session
- Help me build my confidence, competence and skills within my professional role.
- Openly express my feelings about supervision and give feedback
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Signature of supervisee	
Date	

My role as a supervisor is to:

- Oversee the practice that you do
- Facilitate the agenda for the supervision sessions
- Help you to identify areas or goals for development
- Offer support, advice and constructive feedback/challenge to achieve the goals of clinical supervision (in-depth reflection)
- Facilitate development of your competence within practice,
- Support you in your personal and professional development
- Keep brief session records (date, duration, themes, actions). Both parties can request a copy; records only disclosed externally if legally required (e.g., court order).

In addition: I will ensure all discussion content remains confidential - unless necessary to address any of the following as a last resort and only after informing you of my intention:

(1) where you reveal any illegal or unsafe practice and is unwilling to deal with it using the appropriate organisational procedures; or

(2) where you repeatedly miss or are late for sessions without a reason that is acceptable; or

(3) where there are safeguarding/risk concerns, serious professional concerns, or disclosure is legally required.

Signature of supervisor	
Date	