



FAMILY LAW SUPERVISORS

Supporting Lawyers To Support Others

SUPERVISION AGREEMENT

Between..... Supervisee/Firm

And..... External Supervisor

The purpose of Supervision is:

- to support the supervisee
 - to help protect your emotional health from the accumulated stresses and challenges of your professional role as a family law practitioner
 - to provide a regular confidential space to discuss freely any concerns about your work, your working environment or other issues impacting your professional life
 - to reflect on the supervisee’s professional development as appropriate
 - to maintain ethical standards as set out by Association of Family Law Supervisors Code of Conduct.
1. The Supervisee and Supervisor will meet for one hour every month or such other period as may be agreed.
 2. Supervision will be a forum for the Supervisee and Supervisor to discuss models of intervention to sustain and increase knowledge, skill levels, and personal development and to maintain job satisfaction. Over time this should impact positively on client work and be of benefit to the client. Supervision is accepted as an opportunity for open exploration of issues, including doubts, difficulties and concerns related to work.
 3. Supervision is accepted as an opportunity for mutual constructive feedback between the Supervisee and the Supervisor who undertakes to be open to feedback and to ask for it when it is not forthcoming. The Supervisor undertakes to attempt to be sensitive to issues of power and hierarchy inherent in the Supervisor/Supervisee relationship and to deal with any difficulties that may arise.
 4. The content of the sessions will be confidential, although it is understood that the Supervisor has supervision, and may take information regarding the sessions to their Supervisor. Confidentiality will be respected unless there is a conflict with legal or moral requirements; there is a question of safety in regard to either Supervisee or Clients; or the Supervisor has any serious concerns about the Supervisee’s work or wellbeing. Any such matters should first be discussed in supervision by both parties, if practical. In the unlikely event of the Supervisee working in a way that is unethical, confidentiality may have to be broken and the appropriate person or authority need to be informed.
 5. If there is a safeguarding issue it is the Supervisee’s responsibility to discuss this in supervision and also to take it to his/her Line Manager and the Safeguarding Lead, and the Supervisor’s responsibility to ensure that this is done.
 6. The Supervisor will keep a secure record of the supervision sessions.
 7. The Supervisor is required to maintain a professional will. My Supervisor has access to my files in the event of my sudden incapacitation or death and your file will contain your name and mobile number. By signing this agreement you are consenting to my Supervisor having access to this information in the above circumstances.
 8. If you have any grievance or complaint about me, I would ask for the opportunity to talk about it together first. This meeting would be free of charge and the goal would be to meet a mutually agreed resolution. If this is not possible then I would ask that your complaint is set out in writing within 14 days of the date of that meeting and it will be referred to my supervisor (name of supervisor). Should that not resolve matters then you can

contact the Association of Family Law Supervisors, Tel: 0330 1330 852, email: help@familylawsupervisors.co.uk who will follow their complaints procedure in order to attempt to help you reach a satisfactory outcome.

9. The agreed fee for our session/day rate is £..... for hour online or face to face. I will invoice at the end of the calendar month. (amend as appropriate). Cancellation fees do apply if less than 48 hours notice is given. In this case the full fee will still be charged, however if it is due to an emergency hearing I will offer the option to rearrange at my discretion.

If you are happy with the terms of the above agreement please sign a copy and send it to me either digitally or by post and I will sign it as well and send a copy to you.

Signed..... Supervisee

Date.....

I confirm that I have the relevant qualifications/experience, and insurance in order to fulfil the requirements of this agreement

Signed..... Supervisor

Date.....