**Contract**

As supervisee we would want the following elements in the supervision contract:

Safety and confidentiality

Where, when, session length, frequency of sessions and length of contract.

Who’s booking the sessions and the space?

Who can and cannot know about our supervision relationship (e.g. availability of diaries to others).

Cancellation process.

Method of communication between sessions – email, phone etc.

What are each of our roles and responsibilities?

Who takes notes, of what?

Legal and ethical considerations.

In addition, as supervisors, we want the contract to include:

My supervision of supervision – with whom and how much is and is not disclosed.

Confidentiality of what I say – as this may have implications for me within the organisation.

What the supervisee prepares for the sessions.