



Linda Bishopp - Jungian Psychotherapist, Counsellor, Healer,

Thought Field Therapist, Supervisor

MA Psychotherapy & Healing, DMS, Dip Couns, TFTAlg, Reg MBACP, MCThA, MTHF

My Approach to Supervision

My theoretical approach is primarily Jungian and Freudian, however, as my counselling qualification is integrative, I will use other theoretical approaches and tools as appropriate. I am also a spiritual healer and Reiki Master and will use energy medicine approaches if appropriate and relevant.

The Jungian approach is often creative, and I will use artwork, sand play, dreamwork, mandalas, meditation and visualisation, and other creative strategies if helpful.

The purpose of supervision is to allow you to reflect on your practice, recognise where you are already masterful, and explore any difficulties you may have.

My personal definition of supervision is:

Supervision is an impassioned and equal exploration of the supervisee as a therapist in their work with clients, with both supervisor and supervisee sitting in open curiosity; where the therapist can bring mistakes and successes; strong counter-transferences, both negative and positive; and both work together to bring a deepening understanding of theoretical, psychological, ethical, and, sometimes, personal matters.

The aim for this work is to create a transforming process where both have the courage to be open to praise, discussion, criticism and reflection and sit with the discomfort, discouragement, anxiety, joy, despair, elation, and frustration in a crucible of change and growth that enriches both.

My Personal Commitment to You

I recognise that you honour me by sharing your work and development with me. I will not hide behind authority and will have high regard for you as a person and for your practising in ways which have integrity and meaning for you. I will bring the best that I know from my study and experience. I will regard you as a whole person, mind, body, soul and spirit. You can expect honesty from me and I will always endeavour to have compassion and empathy for you in all that we do.



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Supervision Agreement for face-to-face and online working:

Ethics and Code of Conduct

I am a member of the British Association for Counselling and Psychotherapy (www.bacp.co.uk) and follow their Ethical Framework which you are welcome to examine online. I am also a member of the Complementary Therapists Association and The Healing Foundation.

Sessions

I adhere to the BACP Ethical Framework which recommends a minimum of 1.5 hours supervision per month.

Fees

My fees are £60 per hour session. If you should be late for a session, I will not normally be able to work beyond the end of the agreed session times. Fees are to be paid at the end of each session in cash, or in advance by BACs transfer.

Confidentiality and GDPR

Trust between us is crucial to the success of our work and I will treat all disclosures as confidential.

I do keep brief notes of our work. Confidentiality would only be broken where there is a clear safeguarding issue, or a clear and significant risk of harm to yourself or others. In these instances, disclosure would always be encouraged from you in the first instance and always discussed ahead of any contact with the relevant agencies, except in case where I have a legal obligation to make a disclosure without your prior knowledge, e.g. under the Terrorism Act.

I am registered with the ICO (Information Commissioners Office) which means I need to tell you what data I am collecting from you and what I intend to do with it.

What data do I keep and why do I need it?

- Name and age – this is basic information that helps me get to know you
- Address, email address, phone number – I use this as a way of contacting you regarding your sessions. I will mainly use the method you first contacted me on but if I cannot reach you, I will try a different method.



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- Next of kin/Doctor's details – If I was worried that you were at risk then I may need to contact your next of kin or Doctor. If I can, I will tell you I am going to do this.
- All of your information is kept in a locked cupboard/filing cabinet always. Disclosure of these records is unlikely, except in any possible legal case of yours, where disclosure is mandated by the court. However, as I don't keep written notes this is unlikely.

Will I share your data and if I do, who will I share it with and for what purpose?

It is very unlikely that I will share your data. I will not sell it or use it for unethical reasons. I may have to share it if you, or anyone you tell me about, is harmed or at risk of harm, including yourself. I also have regular supervision where I talk about my work, but I only use your first name.

I have designated a colleague as my professional executor in the case of my death or disability who will have access to your records. They will notify you if I am ill or deceased and/or refer you to another qualified professional if needed.

How will I store your data?

All data is handwritten and stored in a locked filing cabinet or cupboard. Your email address may be stored in my email system and will be deleted one month after we cease working together. Only I will access your information and all paper records will be deleted after one month.

For online therapy, once we have agreed to work together online and you have returned this agreement to me and made your payment, you will need to download <https://zoomus/download>. I will then email you an invitation to join me on Zoom at the appointed time. If we work on the phone please ensure that you are in a confidential space as listed below.

If you are unable to get online please leave me a text or telephone message on 07905 038378, and I will do the same for you on your contact number if I do not hear from you. If the online connection fails, I will phone you.

A video on how to use Zoom is here : <https://support.zoom.us/hc/en-us/articles/201362193-joining-a-meeting>

Please make sure that:

- 1 You have your computer or mobile set up with Zoom before the session commences. This includes having your microphone and video turned on. If you watch the Zoom link above it will guide you through the process.
- 2 Turn off your cell-phone ring or mute same. Turn off Alexa, Siri, etc.



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- 3 Your computer or mobile is positioned at a sensible height so that I can clearly see your face and that the camera is at eye level.
- 4 It is very easy to hear background noises e.g. animals and washing machines and kettles etc. so please make sure you are in a quiet location. Alternatively, you can use white noise such as music on the other side of the door, so it will drown out outside noise and makes the session indistinguishable from the outside.
- 5 **You will NOT** be disturbed for the duration of the session and that the door to the room you are sitting in is closed – confidentiality is very important and if you feel this cannot be achieved then we might need to consider face-to-face or phone supervision.
- 6 You do not have your back to a window or light – this can make it very hard for me to see you clearly. I will also follow this tip.
- 7 That there is adequate lighting in the room you are in.
- 8 **You do NOT record the sessions.** I will not be recording any of our sessions.
- 9 **You will NOT** let anyone else listen in to any part of the online session (via phone or any other technical device or in person) without prior agreement with me.
- 10 You join the meeting at the agreed time.

Cancellation

I ask that you give at least one week's notice of cancellation or you will be liable to pay for the session, unless we can reschedule that session within the same week. If you need to cancel for any reason, please contact me on **07905 038378**. Please give as much notice as possible. If for some reason I need to cancel, I will let you know as soon as possible.

Holidays

I will let you know of any planned holidays in advance.

Self-Care and Complaints

If you become unhappy or uncomfortable with our work, I would always encourage you to discuss this with me in the first instance to enable us to work together to resolve any issues. However, if you wish to make an official complaint about my work with you, this should be directed to the BACP, the body responsible for professional conduct.

If I become uncomfortable with any issues of your work, health and well-being I will raise this with you first and I may recommend you have counselling (if not already in therapy) and may need to speak with your line manager, the BACP or your professional body (if not the BACP)

Conflict of Interests



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If for any reason you are seeing more than one supervisor, mentor or coach then you may occasionally receive conflicting advice or guidance from them. My advice and opinions are expressed from my unique experience and training and it is expected that you will combine information and/or decide for yourself which is the best course of action to take for your business and therapy practice.

Insurance

We both remain personally responsible for ensuring that we have up-to-date Professional Civil Liability Insurance and an advanced DBS check.

Contact Between Sessions

If you need to contact me between sessions with difficulties with a client which cannot wait until next session, then please email me on linda@lindabishopp.co.uk. I check this email address daily and will respond within 24 hours.

Supervisory/Managerial Responsibility

The supervisee chooses what they bring to supervision and responsibility for any clinical decisions and activities and/or managerial decisions taken, remains theirs.

Endings

In the normal course of events you will probably know when you are ready to bring our work to a close, and we will agree together on what we need to do to prepare for this.

If you do not attend a session and no contact is made between this session and the next session, and the next session is also not attended, I will assume that you wish to end our work. An invoice for these sessions will be issued giving 14 days' notice to settle the balance.

I retain the right to terminate our contract should it be necessary for me to do so. In the unlikely event of this happening I will give as much notice as possible and discuss the ending with you.

Your signature below confirms you are content with the terms set out in this agreement.

Signed.....

Signed.....

Date.....

Date.....