

Association of Child Art Psychotherapists, (ACAP)

Supervision Guidelines

May 2021

“Supervision is a regular protected time for facilitated, in-depth reflection on practice. It aims to enable the supervisee to achieve, sustain and creatively develop a high standard of practice through the means of focused support and development” Bond & Holland (1998;12).

All Supervisors must be accredited supervisors with ICP, or equivalent, and have experience of working with children.

All Supervisors must regularly attend supervision of their supervision practice.

A supervision contract (example in Appendix 1) should be established to provide clear supervision boundaries.

A Supervisor's Report Form (Appendix 2) should be included with the accreditation application form when a member applies for accreditation or reaccreditation with ACAP.

1. EAP Guidelines

1.1 Arrange Appropriate Supervision: which involves finding an appropriately qualified and experienced supervisor; forming an explicit agreement about the parameters of the supervision (including frequency, respective roles, goals, confidentiality, (where appropriate) costs and accountability); being open about one’s competence and needs from supervision; acknowledging that the purpose of supervision is to enhance the quality of psychotherapy that patient/clients receive; ensuring that the supervision conforms to all national, professional and agency guidelines; etc.

1.2 Engage in Supervision: which involves – engaging in supervision systematically and at an appropriate level and frequency for the nature of the clinical work; demonstrating an ability to utilise the supervision effectively; reviewing the effect of one’s own education, beliefs, attitudes and behaviour on one’s clinical work and patient/client relationships; being reasonably open and transparent about the type and nature of one’s clinical work to supervisor, peers and colleagues; presenting an open and honest account of clinical work; focusing on the most important and relevant material; engaging actively in frank discussions about clinical work; not becoming avoidant, aggressive or defensive; working collaboratively with supervisors (and/or peers); reflecting on the feedback and utilising insights and suggestions in the therapeutic process; actively learning from the supervision, using suggestions and any recommended reading; extending one’s professional learning and development; etc.

1.3 Adapt the Supervision: which involves – increasing (or reducing) supervision in relation to changes in workload; reflecting on the quality of the supervision and whether it is sufficient for one’s personal and professional needs; getting additional specialised supervision when dealing with particularly complicated or unfamiliar clinical work, or if there are additional risks (to patients/clients or to

oneself); getting additional supervision in the event of any personal difficulties, conflicts with patients/clients, dual relationships, complaints, etc.; changing one's supervisor/supervision arrangements if necessary or when appropriate, after suitable reflection and discussion; taking responsibility that one's professional supervision is at the highest possible standard readily available; etc.

1.4 Engage in Practice Audit: which involves – (where appropriate) identifying suitable criteria and evaluation tools; routinely (at least annually) take part in systematic monitoring, patient/client outcomes, annual reviews (of number of sessions per patient/client), percentage of satisfaction questionnaires and follow-up studies; etc.

2. ACAP Specific Guidelines

2.1 Practitioners in training, (this covers Phases 1 and 2), need to complete a minimum of 150 hours accredited supervision and maintain a ratio of one supervision hour for every four hours of Child Art Psychotherapy during Phase 1 of training, (years 1-4: MSc and Post Masters), and one supervision hour for every eight hours of Child Art Psychotherapy during Phase 2, (post-practicum period, minimum of 1 year to maximum of 5 years following Post Masters).

2.2 It is best practice to change supervisor when training is complete.

2.3 It is recommended that following completion of the post-practicum period, (Phase 2), practitioners should attend supervision on a monthly basis, (at a minimum), while keeping the ratio of one hour of supervision for every twenty hours of Child Art Psychotherapy.

2.4 Individual supervision is recommended for Phase 1. During Phase 2 a combination of individual and group supervision is acceptable.

2.5 Following the post-practicum period supervision may include a combination of individual or group format. See additional notes below on group supervision.

3. Group Supervision

3.1 Group supervision must be facilitated by an ICP (or equivalent) supervisor, who has experience of working with children. Group supervision generally operates with a maximum of four Supervisees to one Supervisor over a two hour period, with each supervisee allocated 30 minutes presentation time.

3.2 Practitioners attending group supervision must ensure a confidentiality agreement is signed in advance and generally operate a closed group format as much as possible.

4. Confidentiality

Confidentiality within the limits of Child Protection Legislation must be respected within the supervisory relationship. The Supervisor must inform the supervisee prior to commencement of supervision what action they are obliged to take if any concerns occur in the Supervisee's practice.

5. What if the Supervisor has concerns about the Supervisee?

Where the Supervisor has concerns about the practice of the Supervisee, confidentiality may be broken in order to protect the client and the Supervisee. It is the duty of the Supervisor to inform the Supervisee that they are obliged to make their concerns known to the Supervisee's line manager/employer, or in the case of private practice, make a report to an external regulatory body.

6. Record Keeping

6.1 Supervisors are responsible for maintaining a record of supervision, whilst ensuring the confidentiality of the client within their notes. Supervisors are also responsible for maintaining the confidentiality of the therapist, unless serious concerns arise about their Supervisee. It is best practice for a record of supervision to be agreed, signed and dated. Records will be confidentially stored and only accessible to the Supervisor.

6.2 Under the Freedom of Information Act a Supervisee can request access to their supervision records and receive these within 10 working days. Supervision documents need to be held for 8 years post supervision practice. The Supervisee should be informed of such prior to commencement of supervision.

7. Training Requirements for Supervisors

7.1 It is a requirement that the Supervisor has completed specific supervision training; which includes a minimum of 100 hours tutor contact hours, a core theoretic model, as well as exploration of other modalities, skills practice, both written and practical assessments and has provided supervision during training to supervisees external to the course itself.

7.2 The Supervisor must be an accredited member for over two years and be registered as a supervisor with either the same (ACAP) or equivalent psychotherapeutic organisation as the Supervisee. The Supervisor must be maintaining their own practice as a therapist.

7.3 Supervisors must have appropriate insurance to both practice therapy and provide supervision. It is expected that a Supervisor's Report (Appendix 2) be completed in order to assess the Supervisee's progress and suitability for Accreditation.

7.4 It is highly recommended that the Supervisor has specific experience working with children and preferably using creative and integrative methods.

8. Documents Consulted in the Development of this Policy

Irish Council of Psychotherapy Supervision Guidelines

Irish Association of Humanistic and Integrative Psychotherapy Supervision Guidelines

British Association of Child Art Therapist's Guidelines on Supervision 2002



Bond, M., Holland, S. (1998) Skills of. Clinical Supervision for Nurses. Buckingham: Oxford University Press.

O'Neill, E, 2016: The Effective Use of Professional Supervision



Email: info@acap.ie

CLG Reg No: 601641

Appendix 1

Association of Child Art Psychotherapists

Sample Supervision Contract

Supervision

We agree that supervision is a space where the Supervisor helps the Supervisee reflect on all aspects of the work, where they receive formal and informal feedback on that work and where the welfare of clients and the quality of the service they receive is central.

This is a supervision contract between Supervisor _____
and Supervisee _____
from _____ until its review (or ending) on _____.

We are members of:

_____ (Supervisor)
and _____ (Supervisee)

and abide by their Code of Ethics and Professional Practice.

We have Professional Indemnity Insurance for our work.

Practicalities

We will meet for _____ hours every _____ at a time to be arranged at the end of each supervisory session. We have agreed that each of us will ensure that there are no unnecessary interruptions in the session.

The cost of each session will be _____.

Procedures

We agree that:

The Supervisor will keep supervisory notes of all supervision sessions.

Non-attendance at a supervision session without 24 hours notice will incur a cancellation fee of _____.

If there is a need for extra supervision _____
_____.

Where there are disagreements, disputes, conflict areas between supervisor/supervisee/s

_____.

In the case of an Emergency you are free to phone me on the following number _____
and I will endeavour to return your call ASAP. If I am not available _____
_____.

Rules and Responsibilities

We agree that as Supervisor I will take responsibility for:

- Creating a safe place
- Time keeping
- Monitoring the supervisory relationship
- Giving feedback
- Monitoring ethical issues of psychotherapy and supervision
- Keeping notes of sessions confidentially
- Drawing up the final supervisory reports
- Informing and supporting in relation to any arising Child Protection concerns

We agree that as Supervisee you will be responsible for:

- Preparing for supervision
- Presenting in supervision
- Your learning (objectives); applying learning from supervision
- Feedback to self and to supervisor
- Keeping notes of supervisory sessions confidentially
- Raising and seeking support on any arising Child Protection concerns

Evaluation and Review

We have agreed that we will review the work every _____ sessions.

Formal evaluations will take place every _____ or as requested by either Supervisor or Supervisee. We will agree on criteria for evaluation of Supervisee together.

Formal reports will be sent to _____ and can be viewed by _____.

Re-negotiation of Contract

At any time either party (Supervisor or Supervisee) can initiate discussion around re-negotiation of the contract or any part of it. This will be done in advance so that there is preparatory time available.

Signed: _____ (Supervisor) Date: _____

Signed: _____ (Supervisee) Date: _____

Appendix 2

Association of Child Art Psychotherapists

Supervisor's Report Form

Applicant's Personal Details

Name:

Address:

ACAP Membership Number:

Supervisor's Details

The Supervisor must fulfil ACAP requirements and training for Supervision.

Name:

Address:

Phone Number:

Qualifications in Psychotherapy:

Qualifications and Accreditation in Supervision:

Experience in Supervision of Psychotherapy:

Professional Memberships:

How long have you been supervising the applicant?

Individual:

From (dd/mm/yy)

To (dd/mm/yy)

Group:

From (dd/mm/yy)

To (dd/mm/yy)

How often do you meet the applicant for supervision?

Frequency:

Length of Sessions:

How often do you meet the applicant for group supervision?

Frequency:

Length of Sessions:

How many members in the group?

Does the applicant present his/her work regularly in the group?

Has the applicant completed the required 500 practice psychotherapy hours? Yes/No

And the required minimum of 150 supervision hours? Yes/No

What is the current method/model of supervision? E.g. Case notes, review of sessions, images

Do you consider that the applicant has received knowledge and experience for accreditation as a Child Art Psychotherapist?

Please describe the applicant's ability to work in a psychotherapeutic way and what skills and competencies are most relevant to their work:

In your experience, please answer the following:

The applicant's ability to engage in the process of Supervision:

The applicant's openness to feedback:

The applicant's ability to express doubts, difficulties and concerns:

The applicant's development of their own Internal Supervisor:

The applicant's ability to integrate all aspects of the therapeutic work, including theory and skills:

Ethical Issues:

Does the applicant understand and have good knowledge of the Code of Ethics and Guidelines?

Does the applicant have an ability and understanding of practice issues?

Is the applicant competent and confident in carrying out assessments and determining when it might be necessary to refer clients on?

Does the applicant have the ability to critically evaluate and review their clinical work?

Self Development:

In your experience can you describe the following:

The applicant's self-awareness and self-knowledge:

The applicant's development of autonomy and competence:

The applicant's ability to be fully present in the therapeutic relationship while retaining a sense of self:

The applicant's ability to hold clients when there are high levels of stress:

Attunement to themselves and the ability to deal with blocks and blind spots:

Awareness of self-care, stress management, balanced workload and possible burn-out:

Do you believe that the applicant is committed to ongoing professional and personal development?

Are you recommending the applicant for accreditation?

Any other comments?

Signature of Supervisor: _____ Date: _____