

**Re: Online and Telephone Supervision Service:**

The client "X" ( put the client's name here) has agreed:

- (1) All terms and conditions of the existing contract she/he has with the me stay in place
- (2) No recording by either party of any supervision session conducted by online or phone
- (3) Existing arrangements re contact between sessions e.g. in relation to cancellation of a session etc. remain in place
- (4) Every (put in the day here)day I (your name) will X contact online or by telephone (indicate whether are conducting online supervision or telephone) for the purposes of conducting a telephone (indicate whether are conducting online or telephone supervision session): This arrangement will begin on (give the date the online or telephone supervision is to begin)
- (5) Interruptions that are not deemed serious will be dealt with immediately and will not be a cause for discontinuing the call
- (6) If disconnection happens X has agreed that that I try to re-establish connection within 5/10 minutes, and we will resume the session
- (7) In the event that such a reconnection does not occur. X has agreed that I will then send her/him a text to re-establish connection and at that point we will make alternative arrangements to continue the session
- (8) In the event that X has to disconnect suddenly for a serious reason e.g. she/he is in danger she/he will use the word " ( select a word agreed between you and the supervisee and note it here)"
- (9) She/he has given me her/his son/daughter/friend/husband (contact person name him or her here and (s)he is the person we have agreed that I should then contact to ensure X's immediate and on-going safety
- (10) I agreed that X will give my mobile number to her/his contact person so that mutual connection can be established and maintained should such a situation arise
- (11) X will be receiving online/telephone supervision call at (get address and note it here)
- (12) X will pay ?E/session

(13) X has signalled her/his acceptance of the terms and conditions of this addendum to our existing supervision contract by an email to me at (give your email address) on give the date

Signed: Your name

Date: