**Logo, company name

Description automatically generatedAlison Hood**

**Trauma-informed Supervisor, Counsellor**

* Diagram

  Description automatically generatedPsychotherapy & Counselling Federation of Australia (PACFA)   
  Reg. Clinical Supervisor (22304)
* Australian Counselling Association (ACA) Supervisor Level 4, COS81839
* Australasian Association of Supervision (AAOS) Reg. 0803211
* IAAN Certified Neuropsychotherapy Practitioner

**A green circle with white text

AI-generated content may be incorrect.**

**alison.insightworks@gmail.com**

**www.alisonhood.com.au**

ABN 84647121617

Supervision Services Consent Form   
(videoconference, phone, sandplay)

I have read and understood this Supervision Services Consent Form and the accompanying Privacy Policy (Forms & Policies on the website). I am fully qualified and accredited in my discipline. I agree to undertake regular individual and/or group supervision with Alison Hood.

|  |  |
| --- | --- |
| Full name |  |
| Preferred name |  |
| Pronouns |  |
| Email address |  |
| Mobile phone number |  |
| Emergency contact’s  full name |  |
| Emergency contact’s  mobile phone number |  |
| Emergency contact’s relationship with you |  |
| Qualification(s) |  |
| Accreditation(s) |  |
| Modality(ies) / Approach |  |
| Aims & requirements for supervision |  |
| Preferred appointment frequency (e.g. fortnightly / monthly) |  |
| Please let me know of any allergies, health issues or other information of which you would like me to be aware. |  |

**Relational supervision services**

I am committed to providing ethical, culturally responsive and trauma informed supervision services in collaboration with qualified and accredited practitioners who maintain a regular reflective practice including engaging in formal supervision (PACFA, ACA).

We will reflect together on practice issues with a focus on the relationship between therapist and client, and the impact of this relationship on the therapeutic process. While drawing on culturally responsive and trauma informed frameworks, we will attend to issues around the therapist’s ‘Self’, the dynamics of the therapeutic relationship, transference/countertransference, patterns of attachment and adaptive emotional learnings and relevant aspects of interpersonal neurobiology.

I am always seeking to learn, unlearn and grow. Please review the relevant website pages and service description(s) and feel welcome to raise queries or concerns at any time. You can find out more about who and what influences and informs my supervision practices by browsing the website (e.g. Resources > Inspiration).

**Codes of conduct**

As a qualified and accredited counselling supervisor, I am subject to a range of professional and ethical codes of conduct maintained by my accreditation bodies (PACFA, ACA, AAOS) and by the state government’s code of conduct for unregistered health professionals:

* Psychotherapy and Counselling Federation of Australia (PACFA): <https://www.pacfa.org.au/>
* Australian Counselling Association (ACA): <https://theaca.net.au/>
* Australasian Association of Supervision (AAOS): <https://supervision.org.au/>
* NSW Health Code of Conduct for unregistered health practitioners and health organisations: <https://www.health.nsw.gov.au/phact/Pages/code-of-conduct.aspx>

**Talking supervision (phone or videoconferencing)**

* 50 minutes per appointment, booked and paid in advance via the website.
* Frequency of sessions to be agreed: I recommend a commitment to a minimum of monthly individual appointments, which may be supplemented by group supervision and/or supervision in the sand appointments.
* You are welcome to contact me to arrange an additional supervision session if needed between regularly scheduled appointments and I will try to accommodate your needs.
* Phone and videoconferencing appointments are provided on the basis that we both:
  + arrange a quiet, uninterrupted and private space for the duration of every session;
  + do not audiorecord or videorecord any sessions; and
  + aim to have reliable connectivity (internet/phone) for the duration of the session.

**Supervision in the sand (inner west Sydney)**

* 1.25hrs per appointment. Appointments can be discussed and arranged with me during an initial phone/videoconferencing appointment, which is bookable via the website.
* We will discuss and agree the frequency of sessions, which may change over the duration of the service.
* I will provide some optional information about Sandplay that you are invited to browse if this is of interest.
* Please book talking supervision sessions (videoconferencing / phone) via the website as required to supplement scheduled sand appointments.

**Group supervision**

Please review the group supervision agreement.

**Fees**

* Fees for each respective service are published on the website and are payable at the time of online booking (PayPal) or on receipt of my confirmation email (EFT).
* Discounts are available for multiple bookings (EFT advance payment).
* There is a 100% fee for cancellation of individual appointments within 48 hours or failure to attend a scheduled appointment. Please refer to the group agreement for group supervision terms and conditions. Fees are subject to change.
* If you wish me to invoice your employer, please use the relevant online booking option and provide contact details for the accounts department.

**Aims of supervision**

* To sustain a high quality, reflexive and ethical service for the benefit of your clients and community.
* To uphold intentional health and vitality practices that mitigate the risks of vicarious trauma and burnout.
* To empower ongoing personal and professional learning and development.

**Content of appointments**

To be discussed and agreed and to include time for reflection on issues arising during the session. Organisational policies will be discussed and adopted as relevant.

**Confidentiality and limits**

The processes of the supervisory relationship and contents of sessions are strictly confidential. Content of sessions will not be discussed with, or reported to, third parties unless expressly agreed by supervisee and supervisor. Confidentiality is breached only if unsafe, unethical or illegal practice(s) are identified or disclosed (see also notification of risk).

**Notification of risk**

Supervisee to manage and notify risk in accordance with own/employer’s policies & procedures. Supervisee is not responsible for notifying supervisor of risks identified between supervision appointments. You are urged to discuss in supervision. If risk is identified or disclosed during our appointment, we will discuss and agree next steps as relevant. The supervisor is a Mandatory Reporter.

**Liability**

Supervisee will maintain relevant professional liability insurance and professional accreditation, registration and licensing. Supervisee will not be covered by professional liability insurance held by supervisor. Supervisor is not the employer of the supervisee and is not responsible for any acts or omissions of the supervisee.

**Privacy policy**

Please review my **Privacy policy** on the website (Resources > Policies & Forms), which forms part of this agreement.

**Supervisor’s supervision and ongoing training**

I have an ethical responsibility to reflect regularly on my counselling practice and engage in continuing professional development to maintain currency of practice. As part of my commitment to ethical practice, I attend clinical supervision where I discuss my services while deidentifying all information about individual clients and service participants.

**In an emergency**

I do not provide crisis, emergency or after-hours services. In a personal emergency, please contact emergency services (000). Other contacts may include your GP, the emergency department of your local hospital, Lifeline (13 11 14), Mental Health Triage Service (13 14 65) or 1800 RESPECT (1800 737 732).

* **Last updated 3 June 2025**