Peer supervision group agreement

Template from UpTopWeb (uptopweb.co.uk), version 1, November 2026. Free to use and adapt for your own group. It isn't approved by any professional body: check it against your body's current supervision requirements, and talk it through with your own supervisor. Delete these grey notes once you've filled it in.

1. Who we are

Group name (optional)	
Date this agreement starts	
Date of first review	

Members

Name	Professional body	Membership number

2. Confidentiality

What we discuss stays in the group, with the same limits as our client work. We don't discuss each other's cases, or what a member has shared, outside our meetings.

If a member believes a client or someone else may be at serious risk, they follow their own legal and professional duties and their own policies, and take it to their own supervisor.

3. Anonymising clients

We don't use client names or details that could identify a client to someone who knows them. We use a code or "a client".

If a member realises they may know the client being discussed, they say so straight away and the presenter decides whether to continue.

4. Meetings

When we meet (for example, second Tuesday of each month)	
Time and length	
In person (where) or online (which platform, business account)	
Notice to give if you can't attend	

Online: join from a private room with headphones, don't record meetings, and keep client details out of the chat.

5. Structure and roles

Each meeting starts with a short check-in, gives each presenting member equal time, and ends with a check-out. The timekeeper and note-taker roles rotate.

Time for each presenting member	
How we decide who presents	

6. Concerns about practice

If a member is concerned about another member's practice, they raise it with that member first, kindly and in private or in the group as we agree. We encourage each other to take concerns to our own supervisors.

Where a client may be at risk, members follow their professional body's guidance and safeguarding procedures. Membership of this group doesn't replace those duties.

7. Records

After each meeting the note-taker records the date, start and finish times, who attended, who presented (by code only) and any general themes or actions. No client names.

Who keeps the records	
Where they're stored (securely)	

Each member checks how their own professional body counts peer supervision time. For BACP accreditation, a group of up to four can each claim 50% of the meeting time; in groups of five or more, the time is divided equally.

8. Joining, leaving and review

New members join by agreement of the whole group, and sign this agreement. A member who wants to leave tells the group and, where possible, comes to one last meeting.

Notice to give before leaving	
We'll review this agreement every (months)	

Signed by each member

Name	Signature	Date

Keep a signed copy with your supervision records.