

Supervision Frame

Aisling Fegan, HCPC registered art psychotherapist
communityarttherapist.com

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Hello and welcome,

I am writing this letter to outline the frame of our work together.

About me:

My name is Aisling Fegan; pronounced Ash-ling. I offer art psychotherapy services; online and in Newark, UK. I am registered and abide by the [Health Care Professionals Council \(HCPC\)](http://www.hcpc-uk.org) Code of Ethics and practice.

My working hours are typically Mon - Fri, 9.30am to 3pm. I take planned breaks at Christmas (two weeks), Easter (two weeks) and for the month of August. I do not regularly monitor my messages during sessional hours or in my free time. If you need to contact me between sessions, my preferred method of communication is email. We can talk about any messages during sessional time. My email is communityarttherapist@gmail.com.

The Supervision Frame:

Supervision is a confidential space with an experienced supervisor to talk, reflect and think together about (usually) therapy work. The aim is to ensure client welfare and support your ongoing development as a therapist. It centres your work and the people you are working with. Context matters, so we are also often thinking about spaces, group dynamics and the world we are finding ourselves in. Ethical decision making and practice is at heart.

My approach is conversational (not clinical). Through the sharing of experiences, we are deepening our understanding and learning in meaningful conversation. I encourage creative responses and we can make art within the supervision process - if you want to. As a lived experienced, art psychotherapist, I welcome conversations about how the work and trainings affects you professionally and personally.

To begin, we will agree a time to meet, frequency and set out dates in advance. Supervision can be in person, online or a mixture of both.

My art therapy room is adjacent to my home on a quiet residential road. There is no waiting room or access to a toilet. However, the art room is a short distance from Newark Hospital and Sconce Park Café and public toilets. For online therapy, please use a quiet room with full privacy and no interruptions. Individual sessions are 50 minutes long and groups are typically 90 minutes. It is important to arrive on time and remain for the entire session, if possible.

With Supervisees, occasionally our professional paths might meet on social media or professional settings. If this happens, let's talk about it in supervision. With art therapy, I encourage and ask clients not to follow me on social media to help maintain professional therapy boundaries. I do not follow or friend clients on any social media platforms and I do not respond to communications from clients through social media. This also includes client's family members or support staff.

Endings are important so I ask that you give a minimum of 4 – 6 weeks' notice before the final session. If for some reason you are unable to attend further sessions, I ask that you arrange a time to talk with me so we can have a shared understanding about the ending.

Confidentiality:

Details of sessions are held confidentially within my art therapy practice. In exceptional circumstances where there are serious acts of harm to self and others, during criminal cases or if I am summoned to appear before a Court of Law, it may not be possible to maintain confidentiality. I will always inform you if this is necessary. [Click here to view my privacy policy](#) (outlining how I record and store data).

Payments:

Payments are to be made by bank transfer in advance of your therapy session. If you have not paid for the previous months therapy by the end of the current month, I may be unable to offer you another appointment until the outstanding amount has been cleared or hardship has been discussed and an agreement met. I will give you one months' notice before increasing my fees.

Bank Details: Account Name: Aisling Fegan
 Account Number: 31127800
 Sort Code: 56-00-31
 IBAN: GB69NWBK56003131127800

Cancellations and refunds:

If you need to cancel a session, please give as much notice as possible. Sessions are planned and are at a time reserved exclusively for you. Therefore, when a session is cancelled without adequate notice, I am unable to offer this time to somebody else. Because of this, if you cancel an arranged session, you will still be liable to pay for that session.

If you are unable to attend your session and request to change the time for your appointment, I will offer an alternative time, if this is possible. Individual sessions and courses of therapy that are planned and paid for in bulk are non-refundable.

Complaints:

If you have any difficulties with me as your supervisor, let's talk about this. Hopefully we would be able to resolve this together. If this is not possible, you can express concerns to my membership organisation the [HCPC](#).

If you have any questions, please do not hesitate to ask.

Best wishes,
Aisling Fegan
art psychotherapist

Therapy Agreement:

This letter outlines the frame of our work together. If you agree to supervision based on the information provided in this document please acknowledge by email or with your signature.

Length of Therapy:

Supervision is offered on a basis. The length of this contract is:
and this will be reviewed regularly.

Fee:

The cost of your therapy has been discussed and is agreed as £ per session.

Agreement made with: Aisling Fegan, HCPC registered art psychotherapist.

Your name:

Date:

Your Signature or written consent via email: