

**PRACTICE STANDARDS FOR FAMILY MEDIATORS**

Accredited and Registered Mediators working for Member Services affiliated to Relationships Scotland must meet annual requirements for practice, continuing professional development (CPD) and supervision.

Mediation Practice:

* All Mediators must undertake a **minimum of 15 practice hours** per year.
* Mediators must work to the Relationships Scotland Code of Professional Conduct for Family Mediators and must know about and abide by all relevant Relationships Scotland and Member Service Policies and Procedures.
* Mediators must keep their own mediation case records up to date. This should be done immediately after the mediation session or within four working days***.***  Both Mediators are responsible for ensuring this in co-mediation cases.
* Mediators must make their case files available for review by their supervisor or another named reviewer.
* Mediators must participate in an annual appraisal of their mediation practice, including preparing and reviewing a training and development plan with their supervisor or other designated person.
* Mediators providing All Issues Mediation (AIM) must ensure that any Memorandum of Understanding (MOU) is checked by the member service legal consultant or the nominated AIM supervisor.

CPD:

* Mediators must maintain and improve their skills.
* Accredited Mediators must work towards Registration and must achieve Registered Mediator status **within approximately 2 years of Accreditation,** as specified in the Certificate in Family Mediation (Registered) Course Handbook**.**
* Registered Mediators need to evidence that they have attained **a minimum of 12 CPD points each year**. A minimum of 6 points must be Category A, undertaken with an approved provider (e.g. Relationships Scotland National Office or through the member service CPD approval process). The remaining 6 points may be Category A or Category B (undertaken in a variety of ways including research, teaching, writing articles).
* Mediators must discuss and agree their CPD plans with their supervisor.

Supervision:

* Mediators must participate in supervision as specified in the Relationships Scotland Policy and Practice Procedures for the Supervision of Family Mediators.
* Mediators must maintain a minimum level of supervision per year. **For Accredited Mediators this minimum is 4 hours per year or 10% of mediation practice hours** whichever is the greater, subject to a maximum of 12 hours. **For Registered Mediators this minimum is 2 hours per year or 5% of mediation practice hours** whichever is the greater, subject to a maximum of 12 hours.
* Mediators and supervisors must draw up, agree and, at least annually, review a written contract or agreement for supervision outlining the standards, procedures and expectations, including a mutual commitment to making effective use of supervision.
* Mediators must have their own copy of the Relationships Scotland Policy and Practice Procedures for the Supervision of Family Mediators and must discuss these with their supervisor, to ensure clarity and consistent understanding.
* Mediators must discuss their mediation cases with their supervisor.
* Supervision must include at least one hour of ‘one to one’ contact per year. Otherwise, a range of different procedures may be used including group supervision, direct observation, pair working, telephone conferencing or other means.
* Mediators must have supervision in relation to specialist areas, such as All Issues Mediation (AIM) and Consulting Children, from an appropriately trained supervisor.

General:

* Mediators must keep a log or record of their mediation practice hours, their supervision hours and their CPD/professional development hours each year
* Registered Mediators must complete a Relationships Scotland renewal form annually, and both Mediators and supervisors must sign this form to confirm that the information provided is correct.

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