

Supervision Agreement

Adapted from Morrison :T Staff supervision in Social Care (2001)

Between Supervisor	
And Supervisee	
Arrangements agreed for supervision	
Frequency	
Length	
Location	
Recording of supervision	
Purposes for which supervision can be used	
Storage of supervision records	
How we will agree the agenda for sessions	
Interruptions will only be permitted if...	
Procedure to be followed if information shared in supervision needs to be passed on e.g. a child protection concern, health issues, whistleblowing etc.	

Content of supervision

EXAMPLE

The content of each supervision session will be based on: (please adapt as required)

- *Agreeing the agenda*
- *Reviewing your work via discussion, reports and observation*
- *Agreeing and monitoring action plans*
- *Developing your skills, knowledge and understanding by reflecting on your performance*
- *Identifying your development needs, interests, goals and action plans*
- *Providing space for you to reflect more generally on your experience of and feelings about the work*
- *Reviewing this supervision agreement including your feedback about the process of supervision*

Making supervision work: what each agrees to contribute	
What I want from you as my supervisor	
What I will contribute as the student to make this work	
What I want from you as a supervisee	
What I will contribute as the supervisor to make this work	
Permissions we have agreed	
e.g. The supervisor doesn't always have an answer	
e.g. It is ok for the supervisee to say ' <i>I am stuck – I don't know what to do</i> '	
What we will do if we have difficulties working together	
Signed Supervisor	
Date	
Signed Student	
Date	

Appendix 6

Supervision record	
Date	
Supervisee	
Supervisor	
Review of previous supervision session	
Review of last supervision and progress on actions	
Notes of discussion	
<p>Management e.g. Reviewing student's performance and work output/outcomes Policies and procedures relating to their work Roles and responsibilities of the student Monitoring of the student's workload. Development and monitoring of action plans/targets and objectives</p>	
<p>Learning and development e.g. Identifying student's preferred learning style and barriers to learning, Assessing development needs and identifying learning opportunities Reflecting on learning opportunities undertaken and applying that learning to the workplace. Discussion on applicable social work knowledge, theories, legislation, case law, evidence informed practice etc. Discussion on agency policy and practice.</p>	
<p>Support e.g. Creating a safe environment within supervision where trust and confidentiality are maintained Enabling and empowering expression of feelings in relation to the work role Discussion of personal issues impacting on performance at work</p>	

Monitoring the health of the student e.g. TOIL, study leave, sickness Health and safety			
Assessment Giving and receiving constructive feedback on performance Plans for direct observations. Identification of case study Presentation of evidence against the PCFs Portfolio development			
Names of individual children/adults discussed <i>The details of a discussion of an individual child or adult should be recorded in the individual record.</i>			
Actions agreed			
Learning and development	Agreed actions	By whom	By when
Support	Agreed actions	By whom	By when
Assessment	Agreed actions	By whom	By when
Date of next meeting			
Supervisee's signature			
Supervisor's signature			

Discussion of individual child/adult	
Name of child	
Supervisee	
Supervisor	
Date	
Summary of discussion	
Agreed actions (including timescales)	