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| **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.  |  |

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| **Content of supervision** |
| ***EXAMPLE****The content of each supervision session will be based on**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 |  |
| SignedSupervisor |  |
| Date |  |
| SignedStudent |  |
| Date |  |

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| **Supervision record** |
| **Date** |  |
| **Supervisee** |  |
| **Supervisor** |  |
| **Review of previous supervision session** |
| Review of last supervision and progress on actions |  |
| **Notes of discussion** |
| Management Case 1 discussion Case direction  |  |
| Case 2 discussion Case direction  |  |
|  Case 3 discussion Case direction |  |
| Case 4 discussion Case direction |  |
| Case 5 discussion Case direction |  |
| Learning and development e.g.•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.  |  |
| Support e.g.•Enabling and empowering expression of feelings in relation to the work role•Discussion of personal issues impacting on performance at work•Assessment•Giving and receiving constructive feedback on performance•Plans for direct observations•Identification of case study•Evidence of meeting PCF requirements |  |
| Mediation – team issues Liaison/ joint working/ shadowing other agencies  |  |
| Actions agreed |
| Action |  | By whom | By when |
| Action |  | By whom | By when |
| Action |  | By whom | By when |
| Date of next meeting |  |
| Supervisee’s signature |  |
| Supervisor’s signature |  |