**Appendix 1**.

|  |
| --- |
| **Supervision Agreement** |
| **Agreement between.......................................and...............................................................** |
| This agreement is designed to be a working tool to underpin the development and maintenance of an effective supervisory relationship. The agreement should be:   * Completed within the first two months of a new supervisory relationship being established; * Reviewed once a year. |
| The expectations of the organisation regarding supervision are set out within the Supervision Policy, are non-negotiable and provide the framework for this agreement.  *The effectiveness of the supervision agreement depends upon the quality of conversation between the supervisor and supervise is very important that this document provides a foundation for discussion. It should be completed at the conclusion of an exploration of the issues and not become a form filling exercise.* |
| **Practical Arrangements**  Frequency of one to one supervision..................................................................................  Duration................................................................................................................................  Arrangements if either party needs to cancel.(please refer to Policy)......................................................................  .............................................................................................................................................  What methods will be used to resolve any difficulties in working together?  ............................................................................................................................................. |
| **Content**  The process for agreeing the agenda will be..........................................................................  ...............................................................................................................................................  Preparation for supervision will include the following actions by the worker and the manager   * Workers will plan agenda items they wish to discuss   Manager will   * plan an agenda * check visits are up to date and recorded on cases that are to be supervised, * check assessments are completed, plans (TAC, CP, CIN and LAC are up to date)   ...............................................................................  ............................................................................................................................................ |
| **Recording**  **The following is agreed**  Case discussions and decisions made in formal supervision or during ad hoc discussions will be recorded on the child’s record within 48 hours.  ........................................................................................................................  ...........................................................................................................................................  The content of one to one supervision sessions regarding the development and support needs of the supervisee will be recorded, agreed by both parties and placed in the supervisee’s file held on the manager’s confidential electronic files with a copy sent to the worker. |
| **Any other relevant issues for this agreement?**  ..........................................................................................................................................  ..........................................................................................................................................  ........................................................................................................................................... |
| **Date Agreement due to be reviewed:** |
| Signed:  Supervisor:  Supervisee:  Date: |