**Individual Supervision Agreement**

**Supervisee:**

**Supervisor/Line Manager:**

**Team:**

**Frequency:**

**Duration:**

**Location:**

The venue for our supervision sessions has been mutually agreed. Interruptions will be kept to a minimum and ideally be avoided completely. We shall not usually make or accept telephone calls during our supervision sessions unless previously agreed by both of us and for operational reasons. Meetings will not be held in a place that would inconvenience service users.

Our supervision relationship will be based upon mutual respect for each other's skills, knowledge and experience. We understand the requirements of the **Supervision Policy** and **Personal Performance Appraisal.** Any performance management issues will be highlighted and action taken in a timely and fair way according to organisational policies and procedures.

All information between supervisor and supervisee will be treated with respect and in a professional manner.

Formal supervision sessions will be structured, with preparation work having been carried out by both the supervisor and the supervisee, and, where possible, an agenda will be set a few days before the supervision session. Any major issues requiring detailed discussion should be put in writing and distributed a few days before the supervision session. Both parties will prioritise the agenda items at the beginning of the session in order to make the most effective use of time.

All supervision sessions will be recorded including areas covered, discussion points (including reflection on practice), agreed action points, timescales, by whom action will be taken. The record will be available to both the supervisor and the supervisee and can be accessed by the supervisor’s manager or any other person with a reason to access the supervision record, as necessary.

Where recording relates to a management decision on a case or a casework discussion this will be recorded as a discussion/decision on the electronic file by either the manager or supervisee.

This is an agreement we have entered into in order to ensure effective, reflective and supportive supervision. It demonstrates a joint commitment to the supervision process and serves as a reminder of the professional responsibilities we have towards each other and the organisation we work in. Either of us may seek to re-negotiate the agreement if we feel it is necessary. The agreement will be reviewed by the supervisor and the supervisee on an annual basis.

Supervision sessions will cover:

* Management (ensuring competent and accountable performance/practice);
* Development (continuing professional development);
* Support (supportive/restorative function)
* Engagement/mediation (engaging staff with the organisation and representing the organisation to staff)
* Reflection on and learning from practice

Supervision should be based on anti-discriminatory principles and should be race, gender, disability and sexuality sensitive. There should be an option of involving an independent person through mutual agreement in some supervision sessions, if there are identified and agreed issues arising from the differences between the supervisor and supervisee arising from race, gender, disability, sexuality and other forms of inequality. Both parties may wish to involve an independent person if any issues fall outside the competency of the supervisor.

Areas of disagreement between supervisor and supervisee will be recorded in the supervision records. Areas of disagreement that cannot be resolved will be referred to the line manager.

It is the policy of Children’s Services that supervision is provided to staff. In the absence of supervision, either due to absence of the supervisor or the supervisor failing to adhere to the supervision timetable, the supervisee should refer this to the line manager.

The supervisee will approach the Line Manager if she/he has received no formal supervision for (Time to be agreed between supervisor and supervisee).

*Supervisee .*

*Date .*

*Supervisor .*

*Date .*

**Review of Supervision Agreement**

*Supervisee .*

*Date .*

*Supervisor .*

*Date .*