# Supervision Contract

**Name of Supervisee: ………………………………………………………**

**Name of Supervisor/Manager:** ……………………………………………

**Key Tasks of Supervisee:**

**Format of Supervision: ……………………………………………………………**

**Frequency of Supervision:** …………………………………………………

 The supervision meeting will take place in privacy and should be uninterrupted.

The supervision meeting will consist of the following:

**1.**  **Workload Management discussions to include:**

Actions taken and planned by both supervisor and supervisee

Case consultation and discussion (where applicable)

Case file audit discussion (where applicable)

Workload weighting (where applicable)

Performance management

Use of the integrated children’s system

Mediation functions

**2. Professional Development discussion**

Training requirements with reference to Personal Development Plans

Induction or NQSW requirements (as appropriate)

Longer term development plans

(For registered Social Workers) Review of training progress against the post-registration requirements set out by the General Social Care Council

(GSCC)

**3. Staff Health, Emotional or Support Issues**

Factors affecting performance

Personal Issues (as appropriate)

Stress-related issues

Absence(s) from work

Health and Safety

Any issues relating to the supervisory relationship requiring discussion Equal opportunities – to discuss any issues of oppression that the supervisee wishes to raise, from personal experience to institutional and structural matters

**4. Other issues – for example:**

Leave arrangements (including time off in lieu/flexi-time)

 **Recording Supervision**

The supervision meeting will be recorded by the supervisor and the record signed and dated. Both the supervisee and the manager will keep the record. Both the supervisee and supervisor will ensure that case consultation, decisions, agreed actions are recorded on the child/young person’s case file.

1. **Confidentiality**

Although private, supervision is a management process. Issues raised within supervision may need to be shared with other managers and staff when they concern adult or child protection and risk management, poor performance, sickness absence, discipline, bullying, harassment or discrimination, staff safety or policy development

Other issues may be shared with the agreement of both the supervisor and supervisee. Supervisor and supervisee should be aware of their responsibilities in relation to the protection and use of client information. If there is any uncertainty about what should/should not be shared the supervisor’s line manager should be consulted for advice.

Supervision records will be stored securely. Unjustifiable breach of confidentiality may result in disciplinary action.

Line managers have the right to audit and inspect supervision records to ensure that they are taking place in line with the policy requirements.

When the supervisor changes, the records will be transferred to the new supervisor. If the supervisee leaves the directorate, all supervision records, including supervisee’s copies, should be sent to the HR section as they remain the property of the Directorate.

Where a ‘need to know’ situation is established, an Inspector or Complaints Investigating Officer may need to have access to supervision records if necessary for a statutory function like investigation or inspection.

1. **Frequency of supervision**

Detail frequency of supervision as specified in supervision policy

1. **Supervisor’s Responsibilities**
* To familiarise themselves with the policy and undertake supervision training as appropriate.
* To make supervision a priority, in an appropriate place, avoiding interruptions. If supervision has to be cancelled for any reason it will be rearranged to the earliest possible date.
* To ensure that requested actions are completed to the standard and timescale requested.
* To ensure the supervisee understands their role and responsibilities and will inform or signpost the supervisee to all relevant council and directorate policies, procedures and practice.
* To ensure appropriate induction, training and development is planned supported and monitored according to the needs of the supervisee.
* To assess performance against quality assurance standards and give constructive feedback.
* To address poor performance issues with the supervisee and implement capability procedures if necessary.
* To use performance management data to benchmark individual performance against team, directorate and national standards.
* To be open and honest at all times and to accept constructive criticism positively.
* To inform the supervisee if any aspect of the supervision meeting is to be shared with other parties.
* To demonstrate anti-oppressive practice within their supervisory role.
* To monitor absence from work and explore issues that may contribute to improved performance.
* To support the supervisee with difficult or stressful work situations as appropriate, for example:
* Arranging a co-worker where appropriate
* Attending interviews/meetings/conferences/court with the social worker where appropriate.
* Debriefing when required
* Arranging mentoring or training
* To respond appropriately to personal problems that are affecting the supervisee’s wellbeing and work performance.
* To respond appropriately to any equal opportunities issues for the supervisee.
* To adhere to the requirements of legislation, guidance and local policies, including Health & Safety, when undertaking supervision.

1. **Supervisee’s Responsibilities:**

* To make supervision a priority and prepare appropriately for it
* To ensure that requested actions are completed to the standard and timescale requested.
* To demonstrate professionalism by showing commitment to the development of knowledge and expertise.
* To use performance management data positively to monitor their own performance against Directorate and national standards.
* To inform the supervisor of any issues arising within their team/area and seek guidance where necessary.
* To accept constructive criticism positively and take the necessary action to improve performance.
* To give the supervisor constructive feedback on their supervisory role.
* To raise any issues around equality of opportunity experienced or observed.

1. **Any other issues**

**Disagreements**

If the supervisor and supervisee cannot agree on any aspect of work performance or service delivery for which a decision must be made, either party may refer the issue for resolution to the appropriate Service Manager. In the case of dispute between a Service Manager and a Team Manager the disagreement and its resolution will be recorded on the Record of Supervision.

If the supervisee is concerned about any aspect of the supervisor’s supervision practice and they are not able to resolve the issue in discussion with the supervisor, they may speak with the supervisor’s line manager who will address the issue raised.

**Parties to the Contract**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**