# Shropshire Social Care Staff Supervision Folder

**Shropshire Social Care**

**Staff Supervision Folder**

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| Section 1 | - | Personal Details and Certification (personal information sheet – appendix 8)   * HCPC Registration Details & Qualification * Insurance with business use * DBS and any other HR checks * Buddy / Health & Safety Information |
| Section 2 | - | Monthly Supervision Record & Group Supervision Record  Supervision Monitoring Sheet – case track**er** |
| Section 3 | - | Workload/Allocation/Caseload – from Carefirst  Manager supervision monitoring form |
| Section 4 | - | Appraisal evidence and review forms |
| Section 5 | - | Training log |
| Section 6 | - | Case-file Audits / Practice Audits /Feedback Forms |
| Section 7 | - | Managing Attendance   * Return to Work Interviews/Self-Certifications * Medical Conditions * Occupational Health referrals * Managing Attendance Records * Copies of sick notes from medical practitioner (i.e. GP) |
| Section 8 | - | Record of performance issues   * Performance meetings and reviews / essential conversations * Disciplinary  and Capability Issues /   Outcomes   * Recognition of good practice * Complaints / Comments / Compliments |
| Section 9 | - | HR Documentation   * New Starter induction checklist * References / Requests * Contracts / Secondments / Honorariums * Probationary Assessment (HR13.1) * My View Documents (contract changes etc) |
| Section 10 | - | Miscellaneous |