# 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
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| Section 2 | - | Monthly Supervision Record & Group Supervision RecordSupervision Monitoring Sheet – case track**er** |
| Section 3 | - | Workload/Allocation/Caseload – from CarefirstManager 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)
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| Section 8 | - | Record of performance issues* Performance meetings and reviews / essential conversations
* Disciplinary  and Capability Issues /

Outcomes * Recognition of good practice
* Complaints / Comments / Compliments
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| Section 9 | - | HR Documentation* New Starter induction checklist
* References / Requests
* Contracts / Secondments / Honorariums
* Probationary Assessment (HR13.1)
* My View Documents (contract changes etc)
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| Section 10 | - | Miscellaneous |