

**Supervision Quality Assurance and Audit**

**Part A) – Electronic File Review**

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| **Line Manager carrying out the audit** |  |
| **Supervisor whose work is being audited** |  |
| **Date of audit** |  |
| **Name of supervisee whose file is being audited** |  |

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| **File Documentation** | **Compliance Yes/No** | **Comments** |
| Supervisee Personal Details |  |  |
| Supervision and Appraisal Monitoring Log  (updated monthly) |  |  |
| Individual Supervision Contract  (should be reviewed annually) |  |  |
| Personal Supervision Record  (as per procedure) |  |  |
| Key Case Discussions  (see child’s files on Carefirst/Eclipse) |  |  |
| Appraisal (Annual) and Mid-Year Review |  |  |
| Attendance & Sickness Monitoring  (as necessary) |  |  |
| Performance Management  (as necessary) |  |  |
| Interactive Learning Audit  (should have one per year) |  |  |
| Any Other Business |  |  |



**Part B) – Quality Assurance and Audit Feedback**

**A quality assurance conversation has been held by the following people:**

**Date of the conversation:**

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| **How has the Quality Assurance and Audit (QA&A) feedback been achieved?**  (E.g. 360° feedback, conversation with supervisee, observation of supervision etc.) | | |
| **Summarise the key themes arising from the QA&A feedback and discussion with the Supervisor here:** | | |
| **Provide analysis about the nature and effectiveness of supervision & the supervisory relationship:** | | |
| **Action Plan:**  The supervisor and the supervisee have an equal role in ensuring that supervision is safe and effective | | |
| **Action** | **By Whom** | **By When** |
|  |  |  |