

## Guidance about completing the Record of Supervision

This guidance has been written to support managers in completing the Record of Supervision, in the Supervision Episode on Mosaic, which was launched early in 2021. Each planned and formal supervision session must be recorded on the Record of Supervision on Mosaic. It can also be used to record other supervision sessions.

1. On the first occasion using the new Record of Supervision and then onwards, the details about the **child and the date should pre-populate**.
2. On the first occasion using the new Record of Supervision the manager / supervisor should:
  - **Enter in the details of the worker and themselves as the manager /supervisor.** Once this is done, the information will be pre-populated for the next session when a new Record of Supervision is opened.
  - **Provide a brief summary of the desired outcomes for the child as described in the child's plan** and clarify whose desired outcomes they are – this means stating if the desired outcomes have been identified, discussed and agreed with the child, young person and their family. If the desired outcomes have been identified through the use of formulation, this should be stated. This should all stated be in the free text box.

This information about the desired outcomes for the child will be pre-populated for the next session when a new Record of Supervision is opened. It can be edited as required.

3. Every time supervision for a child or young person takes place, the manager / supervisor should:
  - Facilitate a discussion with the worker about **progress since last supervision** against the desired outcomes for the child. If it is the first time using this new Record of Supervision, the discussion may not have taken place previously about the desired outcomes of the child and discussion will need to reflect that.
  - **Discussion should include the following** (this is also available as 'Bubble guidance' on the Mosaic Record of Supervision):
    - What's working well in terms of progress against the desired outcomes for the child?
    - Has anything got in the way of achieving desired outcomes? What do you think this is?
    - Have the presenting issues changed at all?
    - Does any of this change your understanding of the child and family situation?
    - What is the working hypothesis of why things are the way they are?
      - What do we think is going on?
      - Why do we think progress has or hasn't been made against the desired outcomes?
      - How can theory and research inform our understanding and conclusions regarding what this situation means for the child and family?
      - Are there cultural or identify factors informing your working hypothesis
    - Does this change the actions required to achieve the desired outcomes?

Please note that this section of the Record of Supervision must be **completed freshly** at each new session and anything recorded will not pre-populate when the next Record of Supervision is opened.

4. On the first occasion using the new Record of Supervision the manager / supervisor should:
- **State clearly what needs to happen SMARTly** – (this is to set goals and actions/next steps?) and complete the first four columns of SMART actions table (What, Why, How and When).
  - For the **How?** Section, the manager / supervisor should explore with the worker how they are going to complete the agreed actions or tasks. This might include the worker ‘rehearsing’ their plans with the manager / supervisor and discussing:
    - What do you anticipate the barriers may be and how do we overcome them?
    - What is the contingency plan?
    - How will the rationale be shared with the family and when?
    - How are the wider family being engaged / involved?

What specifically needs to happen next (actions or next steps)?	Why are we choosing this next step or action (what's the rationale?)	How? Explore and rehearse how to complete the agreed actions/tasks:	When do you expect to achieve the actions / next steps?	Has this action / next step been achieved?
Free text e.g. Encourage Dad to play board games or computer games with the child	Free text e.g. To give them a relaxed way to spend more time together to improve their relationship	Free text e.g. Meet with dad to discuss the benefits of doing this. Send suggested list of games, with links. Ask mum to take the other child out to make the house more relaxed	Free text e.g. At the next stat visit	

5. At the second session using the new Record of Supervision, when the new record is opened, the detail recorded on the table will pull through. The manager / supervisor and the worker will discuss **progress of the actions** and record in the final column to state whether the actions have been achieved e.g.:

What specifically needs to happen next (actions or next steps)?	Why are we choosing this next step or action (what's the rationale?)	How? Explore and rehearse how to complete the agreed actions/tasks:	When do you expect to achieve the actions / next steps?	Has this action / next step been achieved?
Free text e.g. Encourage Dad to play board games or computer games with the child	Free text e.g. To give them a relaxed way to spend more time together to improve their relationship	Free text e.g. Meet with dad to discuss the benefits of doing this. Send suggested list of games, with links. Ask mum to take the other child out to make the house more relaxed	Free text e.g. At the next stat visit	Free text e.g. Yes. Conversation went really well and the family have bought a FIFA game to play every Sunday

6. At **subsequent supervision sessions**, the table of actions can be updated with progress recorded in the final column. New actions can be added to the table and completed actions can be deleted. It can however be satisfying to keep completed actions to demonstrate progress.