

Appendix 5: Supervision File - List of Contents

1. Job details:

- Emergency contact and personal details;
- Induction check list;
- DBS and GCCC certificates;
- Job description and person specification;
- Copy of Probation Assessment form;
- Copy of exit interview.

2. Supervision records;

- Supervision Arrangements Agreement (CYP/SUP/1);
- Confidentiality agreement;
- Record of Supervision (CYP/SUP2);
- *For fieldwork SWs* - A printout of cases currently open to the worker for every occurrence of supervision;
- *For fieldwork SWs* - A copy of the WLM score for cases open to the worker;
- Completed templates re observation of social work practice.

3. EPDR/ELDP and training records;

- Completed EPDR and Reviews;
- Employee Learning and Development Plan.

4. Attendance Management records:

- Individual absence record form;
- Return to work proforma;
- Record of Formal Meetings and monitoring records;
- Sickness absence notification form (SSP1);
- Self-certification of sickness absence (SSP2);

- Welfare referrals and related correspondence;
- Health and Safety Check list (CYP/SUP/5).

5. **Miscellaneous;**

- Personal Information;
- Previous employment information;
- Miscellaneous.