**Supervision Flowchart**

Fostering administrator to save supervision reports to Child/YP and Foster parents files.

Add the date supervision took please and date supervision report was saved to file – on the supervision spreadsheet.

Supervision report of Child/YP to be sent to Child/YP Local authority social worker – and if stated to send to any other professionals.

SSW to send signed copy of supervision report to Fostering Administrator within 2 weeks of when the supervision took place.

SSW to transfer information onto the Child’s supervision report/progress report

SSW to type up supervision report within 1 week of supervision taking place and send to foster parent to read, sign and return to SSW with another 1 week.

Child/Foster parent supervision to be completed monthly by SSW.