

### **Appendix 3: Supervision Agenda for Workers**

<b>Shropshire Children's Services Practitioner Template</b>		
<b>Name of supervisee:</b>		<b>Designation:</b>
<b>Name of supervisor:</b>		<b>Designation:</b>
<b>Date of Supervision:</b>	<b>Date of Last Supervision:</b>	Comments if significant delay since last meeting
<b>1. Staff Welfare (including Annual Leave / Flexi)</b>		
<b>2. Review of last meeting and matters arising:</b>		
<b>3. Workload Management – Current Caseload and Workload</b>		
<b>4. Individual High Risk / Need cases Discussed</b>		
<b>5. Compliments and Complaints</b>		
<b>6. Supervisee Learning &amp; Development: Review of standards, objectives, core qualities, leadership and managerial framework to inform appraisal</b>		
<b>7. Health &amp; Safety / Risk Assessments</b>		
<b>8. Any Other Business:</b>		
<b>9. Date / Time and Venue of next session:</b>		

