

## Appendix 2

### **INDIVIDUAL SUPERVISION AGREEMENT**

<b>Details of parties to the agreement</b>	Supervisee name Supervisor name
<b>Duration of agreement</b>	Commencement date  Review date
<b>Purpose of supervision</b>	<ul style="list-style-type: none"> <li>• To ensure accountability for day-to-day work and quality of service. This includes decision-making regarding individual cases, resources and workloads and overall performance.</li> <li>• To provide support for the supervisee in their role. This may include looking at roles and relationships, evaluating the outcomes of the work and maximising opportunities for wider learning.</li> <li>• To promote professional competence and ethical practice by ensuring staff have the relevant skills, knowledge, and attributes to manage and improve their work. This includes action to support professional registration requirements.</li> <li>• To enable access to and feedback about service development and wider organisational issues.</li> </ul>
<b>Additional goals</b>	Include here any additional and specific goals of supervision for the supervisee and/or supervisor:
<b>Frequency, duration, location</b>	NB. Any changes must be formally notified to all parties by the person initiating the change. Requests for additional formal sessions must be authorised and negotiated with the supervisor.
<b>Postponement and non-attendance</b>	<p>Both parties agree that supervision is a priority and every effort should be made to attend scheduled appointments. When a scheduled supervision session has to be cancelled by either party, it will be rescheduled at the point of cancellation to take place within 5 working days. If it is due sickness it will be rescheduled for within 5 days of the person's return to work. If the supervisor is on holiday for more than 2 weeks, alternative arrangements must be made and agreed by both parties, or by the worker and line manager.</p> <p>Non-attendance without notice by the supervisor or supervisee will be noted in the supervision file and reported to the supervisor's line manager.</p>

<b>Supervisee and supervisor responsibilities</b>	General and specific responsibilities for supervisees and supervisors are set out in section 4.2 of our policy statement and guidance ‘Supporting Effective Supervision’. Please include here details of any additional responsibilities or accountabilities that form part of this agreement.	
<b>Confidentiality</b>	Content of the session and the recording of it are generally confidential to the two parties. However, supervision notes are a departmental document and will be open to inspection by senior managers for quality assurance purposes, where there are concerns about the supervisee’s work or there are training and development issues to be addressed. The supervisee has a right to know what the supervisor is doing with this joint document and should always be informed if others are going to see it.	
<b>Unsafe or unethical practice</b>	If the supervisor has concerns about any of the safety and risk to clients, the supervisee and/or the organisation and the concerns cannot be resolved within supervision in an appropriate timeframe, the supervisor will notify their line-manager and notify the supervisee that they are taking this action.	
<b>Personal disclosure</b>	Should personal matters be discussed these will not be recorded or shared by either employee or supervisor unless the supervisor considers the matters to be affecting the individuals work. In such a case the employee will be able to write their views next to the record taken in supervision.	
<b>Anti-Discriminatory Practice</b>	The supervision environment will be anti-oppressive and anti-discriminatory. Supervision will be an environment to discuss anti-discriminatory practice and to constructively challenge how the employee and supervisor actively promote inclusion, equality and diversity in all aspects of their professional life.	
<b>Complaints</b>	Where the terms of the supervision agreement are not being met or there are concerns about the quality of supervision being provided, the issues should be discussed and resolved proactively and openly within the supervisory working relationship. Where an issue remains unresolved, discussion and resolution should take place with the supervisor’s line manager.	
	<b>Signature</b>	<b>Date signed</b>
<b>Supervisee</b>		
<b>Supervisor</b>		

(Adapted from Covey 2004, Howe & Gray 2013)