

Appendix 3

Supervision Agreement

1. Purpose of supervision

Supervision is an important right and benefit for all. It benefits the individual, the organisation and indirectly, *as part of an intervention*, it benefits those who use services. Supervision which supports staff to critically analyse their practice and to manage the emotional impact of their work will in turn result in better outcomes for children and their families. Supervision arguably has the greatest influence on practice other than the practitioner her/himself.

2. This Supervision Contract has been between:

Name of supervisee:

Name of supervisor:

Agreed frequency of supervision:

Duration of sessions:

Location:

(This should be a private room)

3. Responsibilities of Supervisor:

- To ensure that supervision is planned a minimum of 3 months in advance and a room is booked
- To prepare for supervision
- To ensure that the agenda is jointly agreed and prioritised with the supervisee at the start of each session
- To ensure that supervision is valued by all team members as private reflective space that should not be interrupted
- To record supervision, without allowing the recording process to interfere in effective communication
- To listen, explore and challenge
- To accept feedback about the effectiveness of supervision for the supervisee
- To switch off electronic communication devices during supervision
- To deal sensitively & confidentially with any personal information shared by the supervisee

4. Responsibilities of Supervisee:

- To attend on time and allow enough time for supervision
- To prepare for supervision and identify issues and priorities for the agenda
- To speak openly and honestly about the role, the service users and the impact upon self
- To accept feedback about the quality and effectiveness of social work practice and workplace relationships
- To give feedback about the effectiveness of supervision in meeting needs
- To be prepared to explore the connections between thinking, feeling and doing in the workplace
- To switch off electronic communication devices during supervision
- To bring to the attention of your manager any issues that may affect your registration status with Social Work England.

5. Strengths Finder:

Strengths Finder to be completed by the supervisee within the first three months of a new supervisory relationship, at which time the supervision agreement should be reviewed.

6. Confidentiality

Has agreement and understanding been reached on confidentiality and its limitations? Yes No

7. Record Keeping

How supervision will be recorded:

Where records can be accessed:

8. Who has access to the record?

The supervisee should be aware that all supervision records are the property of Dorset Council and can be accessed by the supervisor's manager or any other person with a reason to access the record as deemed necessary by the local authorities code of conduct e.g. as part of external inspection processes i.e. Ofsted.

9. Content

Supervision will cover:

- Personal Support
- Continuing learning and professional development needs, including ASYE progression
- Critically reflective practice which explores the impact on the supervisee of the emotional content of the work
- Support with case management as appropriate
- Performance management (competent, accountable performance)
- Organisational and administrative issues

10. Areas of disagreement

Areas of disagreement will be recorded on the supervision records. Areas of disagreement that cannot be resolved may be referred to the line manager. Where disagreements or other factors have contributed to a difficulty within the supervisory relationship, it is the responsibility of both parties to discuss and resolve the issues jointly. The information in the Supervision Policy, Procedure and Guidance *may help* with resolving difficulties and should be considered prior to involving a third party.

11. Cancellations

In the event that a scheduled supervision session has to be cancelled by either party, it will be re-scheduled at the point of cancellation proving to be unavoidable. The session should be re-scheduled to take place within 10 working days of the date of the original booked session.

12. Strengths-based Practice

Strengths based practice is a collaborative process that allows people to work together to determine an outcome that draws on strengths. It puts individuals, families and communities at the heart of social care and recognises that they have a key role to play in the care of children and young people, which cannot be replaced solely by professional intervention. Strengths based practice embraces the core belief that even when experiencing challenges and difficulties, individuals have the strengths, skills, resources and capability to effect positive change.

13. Agreement

We agree that supervision will be given and received in accordance with Dorset Council Supervision Policy and Guidance.

14. Signatures**Supervisor:****Supervisee:****15. Date of contract Review:**

This contract will be reviewed: every time the supervisee has a change of supervisor; when the needs of the supervisee change (e.g. gaining confidence in their role); and yearly at the time of PDR. A review of content, length, frequency, format and style should be included in this review.