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| Name of Supervisee |  |
| Name of Supervisor |  |
| Date of Supervision |  |

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| Brief record of issues discussed | Actions agreed and by whom and timeframe |
| **Support/Self** * Personal, external or organisational issues impacting on work
* Health and Safety (ie. lone working; security access)
* Equality and Diversity needs (ie. learning support; reasonable adjustments; caring responsibilities)
* Annual Leave, TOIL, sickness
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| **Reflection on practice** * Discussion on something that has gone well recently
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| **Reflection on case file recording** * Discussion on a piece of recording that you are proud of, or that you struggled with
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| **Review of notes and update on actions from last time** |
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| **Workload and performance management e.g.*** Overall workload
* Key working & children discussed (cross reference to case initials, Case Supervision Records)
* Performance issues
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| **Safeguarding and Child Protection** * Discussion of any concerns about children; any ongoing investigations; any lessons learnt from near misses; changes in practice
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| **Health & Safety** * Identifying any issues with premises, transport, HSW3’s (accidents or injuries); changes in practice arising from new policies
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| **Learning and Development eg.*** Identifying learning and impact from: Audits, Practice observations, training courses, Complaints/compliments; documentaries; reading
* Identifying individual learning needs, updating PDR
* Team development issues
* How has the learning impacted on your practice?
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*The above notes represent the discussion as recorded by the Supervisor. If there are any errors and omissions, please raise at the next session.*

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| Signature of Supervisor |  | Date |  |
| Signature of Supervisee |  | Date  |  |
| Date of next session |  |

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| Link to residential Tri-X:  | <https://www.proceduresonline.com/westsussex/ch/> |
| Link to residential SharePoint:  | <http://teamspace.westsussex.gov.uk/teams/crs/SitePages/Home.aspx> |

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| Sources of Support  |
| Employee Assistance Programme  | 0800 030 5182 / [www.healthassuredeap.co.uk](http://www.healthassuredeap.co.uk) (Username: Wellbeing/Password: Support) |
| MIND (mental health support) Worthing  | 01903 268107 |
| Cruse (Bereavement support)  | 0808 808 1677  |