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| --- | --- | --- | --- |
| Name of Staff member  |  | Name of Supervisor  |  |
| Role/Designation of staff member  |  | Role/Designation of Supervisor  |  |
| Children’s Home |  | Date of Supervision |  |

This agreement is the foundation for the development of an effective supervisory relationship. A new agreement should always be completed if there is a change of supervisor.

Whilst some elements of the agreement are related to the directorate supervision procedures and are therefore non-negotiable, the majority of the document should be negotiated and agreed between the supervisor and supervisee.

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| 1. Practical Arrangements
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| Supervision frequency  |  |
| Duration of each session |  |
| Arrangements if either party need to cancel a formal session |  |
| Availability of supervisor for ad hoc supervision will be |  |
| The agenda for the supervision will be agreed by  |  |

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| 1. Making Supervision Work
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| What does the supervisee bring to supervision (e.g. previous work experience, previous experience of being supervised, preferred learning style)? |  |
| What are the supervisor’s expectations of the supervisee? |  |
| Are there any factors relevant to the development of the supervisory relationship (e.g. race, gender, sexual orientation, age, impairments)? |  |
| The following behaviour is acceptable in supervision (ie swearing?) |  |
| What methods will be used to resolve any difficulties in working together?  |  |

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| 1. Recording
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| Formal supervision sessions will be recorded on the supervision record and placed in the supervisee’s file. Responsibility for completing the record lies with: |  |
| Any decisions taken in a formal supervision session relating to a child will be recorded on the child’s file. Responsibility for this lies with: |  |
| Ad hoc decisions relating to a child with be recorded and placed in their file in line with Directorate recording procedures |  |
| The purposes for which the supervision record may be used are: | * + Audit of supervision practice by senior managers
	+ Evidence in grievance/disciplinary procedures
	+ Inspections and case reviews
	+ Evidence within legal proceedings
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| Any other relevant issues for this agreement |  |

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| Signature of Staff member  |  | Date  |  |
| Signature of Supervisor  |  | Date  |  |