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**Bristol City Council**

Children and Young Peoples Service

Individual Supervision Agreement

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| **Name:** | **[Supervisee]** | **Manager:** | **[Supervisor]** |
| **Purpose of Supervision:**  The supervision relationship will be based upon mutual respect for each other’s skills, knowledge and experience.   1. **Accountability** – Supervision will provide an opportunity to reflect on work objectives; ensure they are in line with CYPS Policies and procedures; and ensure quality services are delivered to the public. 2. **Professional Development** – Opportunity for **[Name]** to discuss and plan his/her professional development; 3. **Support** – opportunity for **[Name]** to discuss any support needs that may arise. | | | |
| **Supervision Arrangements:**  **Frequency** - Formal Supervision arrangements will take place every **[\*\* see s.12]** informal support via meetings and telephone contact will happen as required. If supervision is cancelled for any reason the arrangements for the new session must be recorded in the ‘Supervision Monitoring Record’ by the Supervisor.  **Time** – Supervision sessions should last no less than **[\*\*]** hours **[\*\*]** mins.  **Place** – the venue for supervision sessions will normally be **[\*\*]** Interruptions will be kept to a minimum and ideally be avoided completely. Telephone calls should not be made or accepted during a supervision session unless previously agreed by both parties and only for operational reasons.  **Agenda –** Any additional items for discussion should be tabled at the start of the supervision session. Supervision sessions should always cover the following: Caseload review, professional development, personal support, HR issues (pay, leave, sickness), issues of equality and diversity should be integral to all areas’ of supervision and not a standalone item.  **Content** – Both participants are expected to contribute fully to Supervision sessions and should actively bring items/topics for discussion.  **Accountability** – **[Supervisee]** is managed by **[Supervisor]** who in turn is managed by **[Supervisor’s Manager]**.  **Expectations** – for supervision to be effective it should take place in an open environment. Both **[Supervisor]** and **[Supervisee]** are responsible for contributing to this.  **Confidentiality** – Information relevant to service users is not confidential; it may need to be shared with a variety of other professionals, colleagues and service users. The supervisor will clarify whether other matters discussed during supervision are considered confidential. Where it is necessary to share information with others **[Supervisor]** will discuss with **[Supervisee]** before this happens.  **Recording of Supervision Sessions** - **[Supervisor]** will record the sessions and ensure that **[Supervisee]** has a copy of the supervision notes.  **Equality and Diversity** – Both **[Supervisor]** and **[Supervisee]** have responsibility for ensuring that their relationship enables the open and free discussion of any issue relating to equality and diversity. Consideration of these issues should be integral to all areas of discussion within supervision sessions.  **Review/Evaluation** – This Supervision agreement should be reviewed annually at the very least. Also either party can request a review at any time should there be a need to do so (i.e. failure by one or other party to adhere to the provisions of the agreement; need to vary frequency of supervision sessions etc). | | | |
| **Signed: [Supervisee]** | | **Signed: [Supervisor]** | |
| **Title: [e.g. Social Worker]** | | **Title: [e.g. Team Manager]** | |
| **Date:** | | **Date:** | |

**This agreement is to be reviewed 1 year from the date that it was signed.**