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| Logo, company name  Description automatically generatedQUALITY ASSURANCE –  SOUTH GLOUCESTERSHIRES CHILDRENS SERVICES  SUPERVISION FILE AUDIT TOOL 2023 | |

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| Name of Auditor: |  |
| Name of Manager |  |
| Role & Service Area |  |
| Name of Practitioner |  |
| Date of Audit: |  |

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| 1 | **KEY DOCUMENTS FORM STAFF SUPERVISION FILE** | Yes/NO |
| 1.1 | Is there a supervision contract in place?  *Does this set out the expectations, frequency, and type of supervision?*  *Is it signed and up to date?* |  |
| 1.2 | Is there evidence of SW England registration?  Number.. |  |
| 1.3 | Is there an up-to-date DBS check? |  |
| 1.4 | Evidence of Business car insurance? |  |
| 1.5 | Personal Information Sheet?  *Employee details/ next of kin etc* |  |
| 1.5 | Is there an up-to-date PDPR? |  |
| 1.7 | Is there a training development plan? |  |
| 1.8 | Is there evidence of regular supervision? |  |
| 1.9 | Are there copies of previous supervision records? |  |
| 2 | **SECTION 2 – QUALITY OF RECORDS** |  |
| 2.1 | Reflective Practice  *Reflections based on their own practice, strengths and areas for development.* |  |
| 2.2 | Workload management  *Evidence of discussion relating to performance/capacity/ throughput of work. Is there an action plan in place to support this?* |  |
| 2.3 | Development & Training  *Details of any training and learning from this*  *Gaps in knowledge and plan to address this* |  |
| 2.4 | Wellbeing & Support  *Evidence of discussions linked to work life balance/ home working/ stress/ pressures/ risk assessments and support plans* |  |
| 2.5 | Compliments & complaints |  |
| 2.6 | AOB |  |

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| **Overall judgement of supervision folder:**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Outstanding |  | Good |  | Requires Improvement |  | Inadequate |  | |