The following is an excerpt from *The Reflective Supervision Resource Pack* developed by Research in Practice 2017

**Aide Memoire for Reflective Case Discussion**

The Professional Capabilities Framework (PCF) sets out nine ‘capability statements’ detailing what is expected of social workers across the profession and at different levels in their career.

This set of reflective cues or questions provide prompts for exploring practice issues in a discussion structured by the nine domains of the PCF. They can be used to support practitioners to think about the knowledge, skills and values required for effective practice and to identify areas for professional development.

The supervisor and supervisee should agree which domains they wish to consider as part of the personal supervision and the supervisor should record evidence of reflective discussion and actions and next steps on the supervision record

**Values and ethics**

* Is there anything in the situation that has challenged your values or posed an ethical dilemma?
* How might you view this situation differently if the person (infant/child/young person/family member) you are working with was:
  + male / female
  + had a physical or learning disability
  + was lesbian / gay / bisexual / transgender
  + was from a different ethnic background?
* How do you feel about the use of your own power and authority in this case?

**Professionalism**

* How have you managed professional boundaries?
* How have you managed your time?
* How can supervision support you in working in this situation?
* What feedback have you received from other professionals on the quality of this piece of work?
* What does/might the person you are working with say about their relationship with you?

**Rights, justice and economic wellbeing**

* Are there issues around rights for the person (infant/child/young person/family member/carer) you are working with?
* Are there concerns around financial issues / poverty?
* Do you feel able to advocate for this person’s rights?
* Are you aware of the legal framework pertaining to this person’s issues or rights?
* What would this person say about their place in society?

**Diversity**

* What do you know about the perspectives of the person (infant/child/young person/family member/carers) you are working with?
* How are you supporting this person to achieve their own outcomes?
* Are there any issues around discrimination, oppression, and this person’s ‘structural identity’?
* What would this person say about their own identity?

**Knowledge**

* What sources of knowledge did you draw on to inform your thinking?
* What legislation/policy informed your practice?
* What social work theory have you used in this piece of work?
* What different social work theory might be applied to this piece of work?
* What research has informed this piece of work?
* What is the evidence (eg, from theory, research, direct observation and case work) informing the decisions you have made?
* Have you given different weight/emphasis to different pieces of information, and if so why?

**Critical reflection and analysis**

* What went well in this piece of work? What might you have done differently?
* What are your feelings about this piece of work?
* Were there any pivotal moments that influenced the way the intervention went?
* Have you had any feedback from the person you have been working with or others in the case?
* How have you analysed risk in this situation?
* How has your critical analysis and decision-making been reflected in your recording?

**Intervention and skills**

* What is the purpose of your intervention?
* What approach did you take?
* What skills did you use?
* What has challenged you about this piece of work?
* What is the experience of the person you are working with (infant/child/young person/family member) of your work with them? What do they say might be done differently/better?

**Contexts and organisations**

* How did this piece of work meet the objectives of your team/service?
* Did you work within agreed systems and processes?
* Did you meet/exceed/fall short of any standards or timescales relevant to this piece of work?
* Have you encountered any blocks or difficulties due to systems and processes? How have these been addressed?
* How have you worked with other professionals and organisations?
* How well do you feel you have represented your organisation in this piece of work?

**Professional leadership**

* Are there implications from this work for your team, the wider organisation, partner organisations, or others?
* What learning might be shared with colleagues? How will you go about this?
* What might managers or leaders have done differently or better?
* Did you experience clear management oversight of your decision-making?

**Action plan and next steps**

* What skills might you need to develop to work with similar situations more effectively?
* What will you do next in working with this person (infant/child/young person/family member)?
* Do you need the support of anyone else?
* What are the timescales for next steps in this case?
* How will you know if your work has met its objectives?
* What are the supervisor’s views and agreed actions?