**TEMPLATE-Supervision Agreement**

This Agreement is signed by both parties, retained by the manager/supervisor and reviewed on a twelve monthly basis or where there is a change of supervisor.

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| **Name of Supervisee:** |  |
| **Supervisor’s Name:** |  |
| **Date of Agreement:**  |  |
| **Date of Review:** |  |
| **Arrangements for Supervision:** |  |

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| 1. **Frequency:**
 | Line manager to complete……………………. |
| 1. **Length of Meeting:**
 | On average 1-1.5 hours maximum |
| 1. **Statement about Interruption:**
 | Interruptions should be limited eo emergencies |
| 1. **Statement about Recording:**
 | The Line manager will be responsible for recording the supervision session. Where there is ad-hoc supervision required specifically about a child this will be recorded by the line manager on the child’s record.  |
| 1. **Statement about Attendance:**
 | Both parties will be punctual, limit interruptions and avoid cancelling sessions, except in exceptional circumstances. If a session has to be cancelled, another should be arranged as soon as possible. Both parties will come prepared with items they wish to discuss and agree what they will cover at the start of each meeting. |

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| 1. **Statement about Confidentiality:**
 | The discussion in each supervision session will usually be confidential between the two participants. If the supervisor needs to share supervision records or matters raised in supervision with someone else, they will inform the member of staff. If the member of staff wishes any information they share to remain confidential they should say so, and the supervisor will discuss whether this is possible. |
| 1. **The Supervision Policy:**
 | The discussion in each supervision session will usually be confidential between the two participants. If the supervisor needs to share supervision records or matters raised in supervision with someone else, they will inform the member of staff. If the member of staff wishes any information they share to remain confidential they should say so, and the supervisor will discuss whether this is possible. |
| **8. The Supervision policy:** | Both parties need to have read the policy and agree to abide by its contents. |
| **Signed:** **Member of Staff** | **Signed:****Supervisor** |