**TEMPLATE RESIDENTIAL ONLY – Staff Supervision Record**

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| Name of Supervisee |  |
| Name of Supervisor |  |
| Date of Supervision |  |

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| **Brief of issues discussed** | **Actions agreed and by who and timefame** |
| **Reflection on practice**Discussion on something that has gone well recently |
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| **Support/Self*** Personal, external or organisational issues impacting on work
* Health and Safety
* Equality and Diversity needs
* Annual Leave, TOIL, sickness
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| Review of notes and update on actions from last them |
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| **Workload and performance management e.g**.* Overall Workload
* Key working & children discussed (cross reference to case initials, Case Supervision Records)
* Performance issues
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| **Learning and Development eg**.* Identifying learning and impact from: Audits, Observations, Training courses
* Identifying individual learning needs, updating PDR
* Team development issues
* How has the learning impacted on your practice
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The above notes represent discussion as recorded by the Supervisor. If there are any errors and omissions, please raise at the next session

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| Signature of Supervisor |  |
| Signature of Supervisee |  |
| Date of next session |  |