**Personal and professional supervision - Managers**

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| **Name of Supervisor:** |  |
| **Name of Supervisee:** |  |
| **Date of Supervision:** |  |
| **Agenda items** | **Discussion (to include actions where appropriate)** |
| Personal discussion(to include anything brought to the supervisor’s attention that may impact on supervisees work) |  |
| Professional development(Including reading, research, training, learning and development, career progression, audit, feedback from service users and other professionals and how all these examples can influence future practice). |  |
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| Knowledge and skills statement for leaders <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691540/Knowledge_and_skills_statement_for_practice_leaders.pdf> **Consider progress/ development against the following:** Lead and govern excellent practice Creating a context for excellent practice Designing a system to support effective practice Developing excellent practitioners Support effective decision making Quality assurance and improvement  |

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| **DSP and Performance**(Consider progress against DSP objectives, individual team performance, managing staff absence) |  |
| **Need to Know and Escalations**(high risk children/young people that need to be brought to the attention of senior managers) |  |
| **Annual Leave/TOIL/sickness** |  |
| **Team development/health and safety**(lone working issues, resources to complete work, occupational health, etc) |  |
| **Equality**(Identifying possible discrimination in the workplace with regards to the protected characteristics. Concerns regarding lack of opportunities to progress) |  |
| **Any other business** |  |

**The personal and professional supervision notes will be emailed to the supervisee. When the notes are received by the supervisee there will be a period of 5 working days to respond to the contents. Otherwise it is assumed that it is accepted that this is a reflection of the supervision record.**