**Personal and professional supervision**

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| **Name of Supervisor:** |  |
| **Name of Supervisee:** |  |
| **Date of Supervision:** |  |
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| **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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| **This section is only relevant to qualified social workers** Knowledge and skills statement for social workers <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/338718/140730_Knowledge_and_skills_statement_final_version_AS_RH_Checked.pdf> **Consider progress/ development against the following:** The role of child and family social work Child development Adult mental health, substance misuse, domestic abuse, disability and physical ill health Abuse and neglect of children Effective direct with children and families Child and Family Assessment Analysis, decision making, planning and review The Law and the family justice system Professional ethics The role of supervision and research  |

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| **DSP and Performance:**(Consider progress against DPS objectives, workflow, visit timeliness etc) |  |
| **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.**