**SUPERVISION AGREEMENT TEMPLATE**

This agreement is between …………. ……………….. (Supervisor)

And ……………………………….(supervisee).

We agree to abide by the supervision guidance and will ensure that supervision sessions are conducted in a positive manner based on mutual respect for each other’s skills, knowledge and experience.

**Arrangements for supervision**

* We will meet for supervision every … weeks for a minimum of 1.5 hours ( at least monthly).
* Supervision dates will be booked as far in advance as possible. Scheduled dates will only be postponed due to unforeseen absence by either of us or in the event of a major incident occurring.
* Any postponed dates will be immediately re-scheduled and the session held within 7 days of postponement.
* We will hold sessions in an agreed designated space (or virtual meeting) free from interruptions.
* If the supervisor is likely to be away for more than 1 month, supervision will be undertaken by ………………………., or another member of the management team as agreed with the supervisee.

 **Agenda**

* We will prepare for supervision by identifying any work or issues to be addressed and will notify each other in advance about what we would like to discuss.
* We will follow the set agenda but will prioritise as necessary at the beginning of the session.
* We agree that time will be set aside during every session to allow for reflective practice and wellbeing.

**Recording**

We will agree who will take notes and how these notes will be shared and agreed. Decisions relating to case files will be recorded on LAS. Records relating to the supervisee will be held in their personal supervision file.

**Confidentiality**

We agree that the content of supervision is usually confidential but acknowledge that this might not always be possible. Exceptions to this include but are not limited to: auditing or inspection of case files, following staff performance processes, absence issues.

**Mediation of disagreements**

If there are any areas of disagreement between us, these will be recorded on the supervision record and we will try to resolve them between ourselves in the first instance. If agreement cannot be reached than the supervisor’s supervisor will be asked to mediate in the first instance.

**Equalities**

We will ensure that equalities and anti-discriminatory practice is included in any case discussion. An awareness of the principles of Croydon’s equalities and valuing diversity policies should underpin our conduct of supervision.

**Review of supervision**

We will review all aspects of supervision, including this contract, at least once a year, or as needed depending on changing circumstances or service requirements.

**Professional or Clinical Supervision**

Where the supervisor and supervisee are from different professions, the supervisor/supervisor will ensure the supervisee has access to regular supervision from a manager with the same professional qualification.

Signed:

………………………………… supervisor

 …………………………………supervisee

Date……………………………….