**Record of Supervision Discussion**

This form should be used during supervision to record discussions and actions. It can be adapted for role requirements for example administrative staff, senior managers etc. All supervision should ensure that there is discussion on well-being, reflection and development using a strength based approach. Some prompts are highlighted to aid discussion.

Both parties should sign the form at the end of the session and each keep a copy stored securely for future reference. Please see the additional guidance to support your discussion.

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| **Subject** | **Comment/discussion** |
| **Checking in**   * Physical/emotional wellbeing * work life balance * Health and safety |  |
| **Leave & Sickness**   * Annual leave * Dependency leave * Any other leave * Sickness leave (discuss if support is required) |  |
| **Review of agreed actions.**   * Case related actions * Non case related actions |  |
| **High risk/complex work (including safeguarding).**   * Discuss using strength based approaches. * Use reflective practice (tools can be found on the ASC practice guide). * Discuss coping strategies to deal with stress/workload if necessary. * Provide clear advice, direction and support. * Use collaborative decision making techniques. |  |
| **Reflective discussions –**   * Values and ethics * Anti-oppressive practice * Strengths-based values * Positive risk taking. |  |
| **Recording and legal literacy**   * Include self-review of practice, strengths and areas for development. * Discuss support requirements. * Discuss case law, case examples. |  |
| **Team or organisation discussion**   * Positive initiatives * Feedback to take up to senior management |  |
| **Learning and professional development**   * Discussion of impact of learning * How to implement learning cross the team/organization * Forthcoming training * Discussion about resources/articles supervisor/supervisee may have accessed/read. * Career progression etc. * Practice Observation (1 per year) date and details |  |
| **Professional Requirements**   * Discussion about maintaining registration and professional standards. * CPD overview – how to upload on registration body. * Protected Time for SWE CPD/registration, details when taken (4 days/28.8 hrs over year pro-rata’d). |  |
| **Any other business.** |  |

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| **Date of next Supervision:** |  |
| **Venue or Virtual:** |  |
| **Time:** |  |
| **Signed:**  **(Staff Member)** |  |
| **Signed:**  **(Line Manager)** |  |