

**Employee Supervision File Audit Template**

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| **Name of Employee and Position** | **Team** | **Line Manager – Name and Position** |
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| **Auditor** |
| **Name** | **Role** | **Date of Audit** |
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| **Elements considered - check for evidence** | **Yes/No** | **Comments** |
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| **Staff Induction** |  | Business Support to work with managers to check |
| **Supervision Contract Agreement**[Children First Northamptonshire Supervision Policy](https://northamptonshirechildcare.proceduresonline.com/files/supervision_standards.pdf) (Appendix A) |  | Business Support to work with managers to check. |
| **Training, learning and development including on-line, e-learning, CPD as per Social Work England requirements**[Children First Northamptonshire Supervision Policy](https://northamptonshirechildcare.proceduresonline.com/files/supervision_standards.pdf) (Appendix C)Review of SWE CPD record. |  | Business Support to work with managers to check. |
| **Information Management, GDPR and Data Protection Awareness, Lone Working, Security Declaration and any other documents as per agency requirements**Have these been completed within the last 12 months? |  | Mandatory training – needs a tracker / spreadsheet to record completion dates / refresher dates etc. |
| **Attendance monitoring (if required)** |  | Business Support to work with managers to check (if required). |
| **Drivers Licence** |  | Business Support to work with managers to check - tracker. |
| **Car insurance details (business use)** |  | Business Support to work with managers to check - tracker. |
| **IT / Data Security form** |  | Business Support to work with managers to check - trackers. |
| **Emergency contact/next** **of kin** |  | Business Support to work with managers to check BCP/ERP with managers. |

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| **Supervision Notes**  |
| **The auditor is encouraged to review CareFirst Supervision recordings alongside the supervision file for a number of cases*** Has supervision been held at required frequency?
* Are the supervision records NCC and SOS compliant?
* Is there evidence that the chronology has been considered during supervision?
* Is there evidence that the child’s journey has been considered?
* Are actions agreed checked at the subsequent supervision session?
* Are the actions agreed SMART?
* Is there evidence of the child’s voice being heard and having an impact on intervention?
* Are statutory obligations monitored and discussed including timescales?
* Have recommendations from: audits, CIN plans, CP conferences, LAC reviews, adoption or fostering panel been considered?
* Are permanence plans known and achievable?
* Does supervision allow an opportunity for the worker to critically reflect and for the supervisor to constructively challenge?
* Is practice evidence-based?
* Is learning from complaints, audits, observations of practice incorporated?
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| **Lessons Learned (where applicable)**Evidence of case file audits being discussed?Evidence of thematic audit findings being discussed?Evidence of complaints being discussed?Evidence of Observation of Practice being discussed?Evidence of data breaches being discussed?Other? |   |
| **Case Information evident/confidentiality** **maintained?** |  |
| **Evidence of work load monitoring** Is there evidence the caseload of the practitioner is managed/reviewed/discussed? |  |

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| **Restorative Actions** |
| **What**  | **Who** | **When** |
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Please ensure that a copy of the completed audit has been shared with the employee’s supervisor and a copy is added to the supervision file.