

**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? |  |
| **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.