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| **Personal Supervision Record**  **CONFIDENTIAL** | |
| Name of Supervisee: |  |
| Name of Supervisor: |  |
| Date of supervision: |  |

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| **AGENDA** | |
| **Actions completed from last supervision:**  Copy and paste actions from last supervision (end of this documents) and identify them as done or outstanding in this box.  **Agenda for this supervision:**  Have a standard agenda and then give opportunity to add things. Agenda should be agreed by both supervisee and Supervisor. | |
| 1. **What’s working well? (health, safety, personal matters)** | |
| Any compliments received  Targets hit  Team processes that are working well  Get people to identify things they think are working well  Some work that they have done that worked well.  Any positive multi agency communication/ joint working  Work arrangements, how are these working for them.  Health Safety- cover positive points | |
| **2. Tell me about something you have completed within your work in the last month that you are proud of?** | |
| Try to get supervisee to identify things themselves, people sometimes find this hard so you may need to have some things ready.  Equalities and Diversity  Any compliments received. | |
| **3. What are your worries? (work, health, safety, personal issues – that might be impacting on your work)** | |
| Health and Safety – maybe cover covid arrangements in this section also desk assessment, home working assessment, any access to work adjustments needed, next of Kin details and any other H&S issues people may raise.  Equal Ops – maybe consider things and areas like equalities forum, structures in the org and any equal op they identify. Any reasonable adjustments that need to be made, you may have a worker with a disability or dyslexia and you need to consider any reasonable adjustments that are needed.  Personal worries.  Any worries you have around performance might be covered in this area. | |
| **4. Management of work (include specific examples, workload management, priorities; how are you doing with this?)** | |
| Make sure you have a supervisions agreement  You could ask people to bring a case to each supervision and talk about the process they went through, reflecting on decisions and actions, you could also look at an old case they worked on and look at it now, where did it lead to, what impacts did their decisions have on the case?  Could look at stats individual or team  Team messages  If your supervisee manages anyone or is a PE for a student or supporting a NQSW then discuss this.  Corporate messages  Team dynamics  Team processes  Decision making  You might want to look at a case with a reflective tool, lots on Research in Practice or generally on the internet.  SoS mapping of a case  You could look at Child Safeguarding Practice Reviews and 6 step briefings and learning from these  I would suggest for each session you identify something you are going to cover in the next session.  Project work they may be involved in, you could even give them a project for the team, maybe things like induction or giving the team a talk in team meeting on a topic.  NSCP website – tea break guides, use these as a discussion point  Look at 6 step briefings as a learning tool  RiP documents to read – you could get them to read something from RiP (everyone can set up a RiP account with a NCC email address so make sure they have this) and then discuss the documents in supervision.  SoS knowledge bank, you could ask your SoS practice leads to get useful things off the SoS knowledge bank to share in supervision.  Collaborative Reflective Practice Discussion (audits)  Any other issues within the team  Compliments and complaints  If budget holder then discuss budget management. | |
| **5. Development Opportunities (include training and development needs and requests, feedback on performance, knowledge, competencies). What impact has this had on your work?** | |
| PADP – I would have this as a standard item in development to make sure you remember to cover it.  Training they are interested in  Training you think they need  Team development  Are they part of any working group  SWE CPD – for you qualified workers I would also have this as a standard action in this area so you can make sure they are keeping their CPD up to date.  NSCP on line training  L&D training – make sure they are booking on training, both on line and face to face.  The SWA offers some training, so anything in this that they would like to attend.  Discuss any training they have been on, how does this impact on their work, could they give a brief talk in team meeting about it to share learning with others? | |
| **6. Time Management, leave, toil, sickness and absence** | |
| Any leave coming up? Make sure people are taking regular leave.  Any sickness issues that need to be documented.  Return to work interviews. | |
| **7. On a scale of 0-10, 10 being that everything to do with work is really good, and you feel happy and 0 is that you feel really unhappy about work, and how things are going that you really don’t want to be here, where would you be today?** | |
| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **0** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | |  |  |  |  |  |  |  |  |  |  |  |   What would be different for you if you were to move up the scale one? | |
| **8. ‘Next Steps’ and agreed actions:** | |
| Ensure you are SMART in next steps, add completion dates and who will do what actions. | |
| **Read, agreed and signed by:**  *(Any disagreements should be noted below with an action/timescale for follow up – this to be concluded prior to next supervision where possible)* | |
| **Supervisee:** |  |
| **Supervisor:** |  |
| **Date of next supervision:** | Ensure you set next supervision date and time. |

**Once agreed and signed by both parties, this record must be held on the Staff Supervision File.**

**Advice**

When a case is first allocated, case supervision will potentially be a lengthy task however completion of subsequent observations can be by way of update only, unless a new episode occurs such as a child/young person becoming looked after.

Remember to consider principals of Signs of Safety during supervision.

Remember to be SMART in any actions set, then in subsequent supervision targets dates can be reviewed.

Remember language in supervision recordings

Sometimes supervision notes may exceed the word count in the Carefirst observation box, if this is the case you can either do another Carefirst observation but clearly indicate that this is a continues box from the first. Or alternatively you could say in the observation box that due to the supervision being longer than the allowed word count the record is uploaded into CareStore and can be viewed there. Please be sure to upload the documents immediately so any reader can access it and be clear where you have save it in CareStore and ensure the documents is dated.