**Appendix 2: Recording of Personal Supervision (S1)**

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CHILDREN AND YOUNG PEOPLE’S SERVICES

Record of Personal Supervision (S1)

Name of Supervisee:

Name of Supervisor:

Date: Venue:

**1. Review of actions from previous supervision and any matters arising.**

*Does the supervisee agree the previous record? What updates on actions?*

*What agenda items have been agreed for today’s discussion? Please set out any specific focus for the session, as needed.*

**2. Personal and Team issues**

*Please include an update on general wellbeing. What leave/TOIL is planned?*

*Has the worker had any sickness absence? Is the worker experiencing any team or personal issues? What has been agreed in relation to these?*

**3. Performance and practice**

*Please record workload details and how the supervisee is finding this. Please identify current work priorities and timescales in actions below.*

*What performance targets does the worker have? How are they performing? What support do they need to enable them to meet these?*

*When was the last observation of practice? What learning is there from this? What learning is there from any thematic audits/self-audit?*

*Please record details of any complaints/compliments.*

**4. Professional Development**

*Please comment on progress of induction for new starters, including gaps and any identified needs. Where is the worker up to in terms of professional qualifications/career goals? What is the analysis of this in terms of performance and next steps in their development journey?*

*What training identified? What training undertaken? What learning from this?*

*What reflections on practice and role of self?*

5. **Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Name** | **By when** | **Updates** (*please date)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

6. Date and time of next meeting

Agreed :

Supervisee: Date

Supervisor: Date