**Supervision Agreement**

A supervision agreement is a working tool to underpin the development and maintenance of a good supervisory relationship. The effectiveness of the supervision agreement depends upon the quality of conversation between the supervisor and supervisee and it is very important that this document provides a foundation for discussion.

It is expected that a supervision agreement will be jointly written at the start of the supervisory relationship. Supervisors should share the template with their supervisee ahead of meeting together to enable a meaningful conversation to take place. The supervision agreement should be jointly negotiated and agreed and must adhere to the requirements set out within the supervision policy. It needs to be reviewed annually or before in the event of any significant changes. A new agreement will need to be completed if there is a change of supervisor.

**Making supervision work – shared expectations:**

1. **Support –** To create a safe space for the supervisee to reflect on the personal impact of work and prevent issues adversely affecting professional standards. Exploring any health, safety and wellbeing concerns (which may include personal difficulties) and agree appropriate strategies to support and manage this e.g. referral to Care First, Occupational Health, signposting to HR Wellbeing Support.
2. **Development –** to enable supervisees to have structured opportunities for critical reflection on their practice. To explore the supervisees value base and its impact on practice. To reflect upon learning opportunities and effect on practice. To ensure supervisees have up to date relevant skills and knowledge. To utilise feedback on practice constructively including recognition of good work and identification of learning needs to support development and career progression. Feedback can be from people with lived experience, audits, observations, colleagues, complaints and compliments.
3. **Management –** to support the management of the supervisee’s time, resources and workload.To ensure that work is undertaken to a satisfactory standard in the context of strategies, policies and other procedures affecting the department’s work. To ensure professional judgements and decision-making is clear and evidence based. To check progress against previous actions and staff PDP objectives. To ensure adherence to legal frameworks, case law, policy and procedures. To highlight any performance issues and ensure action taken in accordance with Swindon Borough Council HR Policy and Procedure.
4. **Mediation –** to link the supervisee with the aims and priorities of Adult Social Care and wider council priorities. To clarify the remit of the team. To reflect staff needs to senior management. To initiate, clarify and contribute towards policy formation. To brief staff on organisational developments and information. To help supervisees resolve difficulties in workplace or partner organisation relationships. To assist and coach staff through matters involving the complaint procedure. To explore how government directives affect the profession, which could present new challenges or considerations to personal and/or professional value base.

**Commitment to critical reflection and strengths based supervision:**

* Supervisors to promote a learning culture and support staff to identify and meet their learning needs, addressing barriers to learning, co-constructing development plans. (PQS for Supervisors 3.5).
* Supervisors to promote platforms such as TRI-X, Community Care Inform, Research in Practice and wider learning and development opportunities as a means to examine and improve practice and evidence CPD.
* Supervisors to enable registered staff to consider how they will demonstrate meeting professional registration requirements with their regulatory body through accessing, evidencing and recording CPD in accordance with their regulatory body (e.g. HCPC, SWE, NMC).
* Supervisors and supervisees to provide mutual feedback, including constructive challenge, positive appraisal of what is working well, alongside reflecting upon what could be done differently.
* All parties will prioritise supervision and adequately prepare for supervision, ensuring time is prioritised, without interruption wherever possible.
* All parties to be mindful of any factors relevant to the development of the supervisory relationship (e.g. bias, cultural awareness)
* All parties will participate in quality assurance of practice and supervision through annual direct observation(s), which will support and inform PDP framework.
* If difficulties arise between the supervisor and supervisee that cannot be resolved, the Service Manager or Head of Service will be asked to mediate. It is expected that this will be in exceptional circumstances only.

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| **Name of supervisee:** |  |
| **Name of supervisor:** |  |
| **Date of supervision agreement:** |  |
| **Formal Supervision frequency & duration:** *(reflective supervision with supervisor & peer supervision)*  |  |
| **‘Adhoc’ supervision accessibility & arrangements** |  |
| **Location & environment:** |  |
| **Cancellation arrangements:** |  |
| **Preparing for supervision & agreeing the agenda:**  |  |
| **Recording supervision:** |  |
| **What does the supervisee bring to this relationship (e.g. previous work experience, experience of being supervised, preferred learning style)?** |  |
| **What are the supervisee’s expectations of the supervisor?** |  |
| **What does the supervisor bring to this relationship (e.g. previous work experience, supervisory experience)?** |  |
| **What are the supervisor’s expectations of the supervisee?**  |  |
| **Are there any factors to acknowledge as relevant to the development of the supervisory relationship (e.g. race, culture, gender, sexual orientation, additional learning needs)?** [*Research in Practice Social Graces Tool*](https://adultsdp.researchinpractice.org.uk/media/4091/adultsdp_tools_1-6.pdf) *can be useful to support this conversation* |  |
| **Agreed ‘permissions’** *(e.g. it’s OK for the supervisor not to know all the answers / for the supervisee to say when they don’t know how to progress with a situation etc)* |  |
| **How will we recognise when the supervisory relationship is not working effectively?** |  |
| **What methods will be used to resolve any differences or difficulties in working together?** |  |
| **Any actions required as a result of preparing this agreement?** |  |
| **Direct observation(s) due:** |  |
| **Direct observation(s) completed:** |  |
| **Annual PDP date:****6 month PDP review date:** |  |
| **Probation dates:** *(if applicable)* |  |
| **Evidence of meeting professional registration requirements with relevant regulatory body - HCPC, SWE, NMC** *(if applicable)* | *Insert dates CPD uploaded*  |
| **Annual supervision agreement review date:** |  |

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| **Signed & dated by supervisee:** |  |
| **Signed & dated by supervisor:** |  |