**Location of Supervision and Other Related Documents**

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| **Document** | **Location** |
| Supervision contract. | * Supervision file.
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| Supervision records. | * Supervision file.
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| PPD documents. | * Supervision file.
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| File audits on supervisee's cases. | * Supervision file.
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| Risk assessments such as maternity risk assessments or assessments for IT use. | * Supervision file.
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| Sickness record. | * Oracle: main record;
* Supervision file: documentation of additional actions e.g. informal or formal stage actions e.g. informal or formal stage actions. Return to work form and letters regarding long term sickness etc should also be kept in the supervision file.
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| Leave record including annual, maternity, paternity, family leave. | * Supervision file, including paper application and signature of Head of Service; and/or
* Oracle.
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| Current job description and person specification. | * Human Resources personal file;
* Copy in supervision file or held by Manager where there are a number of employees with the same role.
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| Recruitment related documents such as job application, references, evidence of qualifications. | * Human Resources personal file.
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| Date of most recent DBS check. | * Business support within each team.
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| Social work registration with regulatory body (currently HCPC): registration number, start date and expiry date. | * Training Manager database, Partnership Learning Centre;
* Workers should also keep their own copy of their registration document;
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| Record of training. | * Training Manager database, Partnership Learning Centre (PLC);
* PLC can send record of training and qualifications to Managers to be kept on the supervision file;
* The HCPC record of learning and development should be kept by the worker. A copy may be kept on the supervision file.
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| Improving Employee Performance records. | * Employee Relations Team;
* Copy in supervision file.
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| Grievances. | * Employee Relations Team;
* Copy of grievance documents should be kept in the supervision file where the action is still relevant. Once the action is completed all documents should be sent to the Employee Relations Team to be retained in the personal file and removed from in-house records.
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| Disciplinary records. | * Employee Relations Team;
* Copy of disciplinary documents should be kept in the supervision file where the outcome is still relevant. For example, a written or verbal warning with a timescale should be kept in the supervision file whilst the warning timescale is in place. Once the timescale is completed documents should be sent to the Employee Relations Team to be retained in the personal file and removed from in-house records.
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| Occupational health assessment. | * Occupational Health;
* Employee Relations Team;
* Copy of occupational health documents should be kept in the supervision file while the action or adjustments are current.
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