



Centre for Professional Practice

SUPERVISION CASE NOTE GUIDANCE

FOR

EARLY HELP MANAGERS

In order to improve quality and consistency in respect of supervision and management oversight the following guidance has been designed to support Early Help team managers and leaders.

For cases that have recently come into the Early Help service it is mandatory for managers or supervisors to open up a **Supervision Case Note within EIS** and complete the anchor principle questions.

It is **not expected** managers complete the Anchor Principles case note every month but that you complete an updated version at a minimum of **every 3 months** or **prior to a 12 week Team around the Child Review** meeting or any other significant event.

For case management and supervision discussions completed in between the Anchor Principle discussions, managers are asked to open a **Managers Decision Case Note** within EIS and insert the below headings in **BOLD** and complete information under each heading:

General Supervision Note

- 1. Update**
- 2. Analysis**
- 3. Actions and Timescales**