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| **PROFESSIONAL SUPERVISION RECORD – SOCIAL WORKERS**  *Note that children’s cases should not be discussed in detail here but planning for their discussion can be noted in the boxes below.* |
| **Name of social worker:** |
| **Name of supervisor:** |
| **Date of supervision** |
| **Progress on Actions from Previous Supervision:** |

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| **Discussion item** | **Discussion** | **Actions** | **By Whom** | **By When** |
| Reflections –  What’s going well?  *(include any compliments)*  What’s not going so well?  *(include any discussion on personal matters which may impact on work)* |  |  |  |  |
| Training undertaken and how this will be applied in practice.  How is this relevant to learning needs? |  |  |  |  |
| Performance monitoring |  |  |  |  |
| Equality matters |  |  |  |  |
| Team matters |  |  |  |  |
| Service development |  |  |  |  |
| Case allocation and management decision making |  |  |  |  |
| What training needs have been identified and how will they be met? |  |  |  |  |
| Health and Safety |  |  |  |  |
| Leave/TOIL/Sickness |  |  |  |  |

**Cases to be discussed (prioritise those with audit and panel outcomes since the last supervision)**

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| **Case ID** | **Date of last supervision** | **Date of last audit** | **Date of last MACE/MARAC/CYPERN panel or any panel/stage which affects decision making.** |
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**Cases to be discussed at next supervision**

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| **Case ID** | **Date of last supervision** | **Date of last audit** | **Date of last CSE/Edge of Care/ARP panel** |
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| **Date of next supervision** |  |
| **Venue** |  |

Reflective supervision in case management helps practitioners gain an in-depth understanding of a situation, become more aware of their own reactions and responses to the client, how they intervened and the consequences of their intervention, explore other ways of working with a variety of clientinterventions.

These approaches encourage supervisees to become more creative, develop critical thinking and problem solving skills, and enhance their decision-making processes.

**Record keeping of this form**

This form should be maintained in a secure electronic file (P:drive). When a Team Manager leaves, the departing manager must ensure that these records are shared with the incoming manager.