**Appendix 4 - Individual Supervision Record**

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| **SUPERVISION RECORD** | **DATE:** | |
| **Supervisee** | **Supervisor** | |
| **Has this supervision been postponed? (If so why and note the date of the planned supervision)** | | |
| Joint Agenda (to be agreed at supervision) including:   * 1. **Check-in**; general professional/personal welfare and wellbeing, health and safety issues, Leave, absence, TOIL; Workload management including priorities, targets and action required, including diary/time management;   2. Review of **outstanding issues** from last supervision session, and action taken;Case discussions(ensuring that all cases are discussed on a rolling programme and recorded separately on the correct template for the child/young person’s record);   3. **Information giving and clarification** (eg equalities/anti-discriminatory practice issues; legal requirements, local/national policies);   4. **Professional and personal development** (including evidence relating to the professional competency frameworks and career progression where appropriate);   5. **Any other business**. | | |
| 1. **Check-in** | | Next Steps: |
| 2. **Outstanding issues from last supervision** and action taken; Case discussion/management; (Use initials & **Mosaic ref**. only. Full case supervision should be recorded i**n the child’s Mosaic** record) | | Next Steps: |
| 3. **Information giving and clarification** | | Next Steps: |
| 4. **Professional and personal development** | | Next Steps: |
| 1. **Any other business** | | Next Steps: |
| Supervisor Signature and date: | | |
| **Supervisee Signature and date:** | | |
| **Date of Next Supervision:** | | |