**Supervision SharePoint Procedure**

* 1. The Supervision SharePoint site is used for storing all personal supervision undertaken in Safeguarding and Family Support. Case supervision is not to be saved on the site
  2. The SharePoint site is accessible to all managers and can be accessed through the Intranet at <https://teams.herefordshire.gov.uk/aws/Supervision/_layouts/15/start.aspx#/SitePages/Home.aspx>
  3. All managers will be able to access their own document library, as well the other managers directly below them in the structure
  4. After completing personal supervision save to a temporary file
  5. Format for the document title should be ***SURNAME First Name Date Personal Supervision***
  6. Once on the site, open your document library which is titled by your name and job title
  7. Select ‘New Document’, ‘Browse’ and navigate to where you have saved the supervision, double click on the document and select ‘OK’
  8. The name of the document will appear as well as 3 drop down boxes – ‘Manager’, ‘Member of Staff’ and ‘Date’. Click on the arrow and select the relevant information and select ‘Save’
  9. The supervision document will then appear in the document library
  10. Select the three dots next to ‘Name’ and then select ‘SHARE’
  11. Enter member of staff’s name as if you were sending an email
  12. To the right hand side of this box there is a drop down, click on the arrow and select ‘Can view’ the finish by selecting ‘Share’
  13. An email containing a link to that supervision document will be sent to the relevant member of staff
  14. Update tracker with dates of supervision completed for each member of staff
  15. Ensure notes are added appropriately when staff leave the LA or move teams
  16. Add any new member of staff to the bottom of the list and ensure it’s clear when they started
  17. Should any of the site users have any issues or queries with the site, contact one of the site owners Karen Pugh or Josh Davies
  18. Should a member of your staff leave the Local Authority, change teams, or you a new member of staff joins the team, please contact a site owner so that the documents can be relocated, and or the meta-data (the drop down list of staff) can be amended.

Josh Davies

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