**Appendix 1: Supervision agreement**

**West Berkshire Council Supervision Agreement between:**

|  |  |
| --- | --- |
| Name of supervisor |  |
| Name of supervisee |  |
| Date of agreement |  |
| Date of review |  |
| Supervisee has been given a copy of the supervision policy  Supervisee has read the supervision policy |  |

**Frequency**

We agree to ensure that supervision takes place within the appropriate timescales.

Once a week for two months

Once a fortnight for 90 minutes for those in their Assessed and Support Year of Employment (for a period of 6 months) and then once per calendar month.

Every week for student social workers

Once per calendar month for existing members of staff

Additional supervision sessions maybe requested by either party as a result of a specific event occurring.

**Duration**

We agree that formal supervision sessions need to be focussed and should ordinarily last for no more than two hours.

**Commitment to fixed dates**

We agree that formal supervision dates should be fixed in advance and we will ensure that we have at least 3 months worth of supervision booked in our diaries.

Supervision is a joint responsibility for both supervisor and supervisee and we should honour the appointments made.

We agree that supervision should only be cancelled/ rescheduled in an emergency.

In instances where supervision needs to be cancelled, then we will agree a further date at the point of cancellation. If the cause of the cancellation is the sickness/ absence of either of us then another supervision session will be booked within 5 working days of our return to work. The supervisor is responsible for recording the reason for cancellation in line with the supervision policy.

**Venue**

The supervisee will ensure that a room is booked for supervision to take place in.

**Interruptions**

We agree that interruptions to supervision will only be permitted in the following circumstances:

*[please list]*

**Making supervision work**

***Supervisee to complete:***

What I want from you as a supervisor:

What I will contribute as a supervisee:

***Supervisor to complete:***

What I want from you as a supervisee:

What I will contribute as the supervisor to make this work:

**Agenda**

We will ensure that we address the following items in case supervision:

**1]** **Review Previous Actions**

*In order to review previous actions supervisors should copy and paste the actions that were recorded from the preceding supervision record and assess the progress made.*

**2] Compliance with statutory requirements, including key dates**.

*Non compliance should also be noted and the reasons given.*

**3] Case analysis/reflection**

*This should include evidence of reflection and analysis of cases.*

**4] Views of child/young person and/or parent/carer**

*Specific views on plans, worker relationship and any other examples*

**5] Specific decisions/actions**

*List specific decisions and actions that have been made as a result of the supervision. Persons responsible and timescales to be included.*

**6] Case File Audit**

*This should include evidence of supervisors’ examination of files within their*

*supervision or, feedback from Quality Assurance liaison meetings and the CP/LAC monitoring forms.*

**We will ensure that we address the following in personal supervision:**

**1. Personal discussion**

*[This should include enabling the worker to discuss the emotional impact of the work they carry out and support they may benefit from. To include any issues the worker is currently facing and how they can be supported.*

**2. Professional development discussion-**

*[To include reading, research, training, L & D, career progression, feedback from services users and other professionals and how all these examples can influence future practice.]*

**3. Leave/TOIL/absences from work**

*[Should include recording the TOIL accrued, compassionate leave etc]*

**4. Staff and team discussion**

*[This could include staff dynamics, staffing levels, team development, issues of resourcing they may impact on staff and practice]*

**5. Health & safety**

*[This includes lone working issues, occupational health etc]*

**6. Equality**

*[identifying possible discrimination in the workplace with regards to disability, gender, sexual orientation etc. Concerns regarding lack of opportunities to progress etc]*

**7. Any other business**

*[Self explanatory]*

**Written supervision notes** *(please check the relevant box)*

Whenever possible, the supervisor will type the notes on the electronic recording system RAISE whilst supervision is taking place

The supervisor will type the supervision notes onto RAISE within 5 working days of supervision taking place.

The supervisor will delegate an administrator to type the supervision notes onto RAISE within 5 working days of supervision taking place.

**Informal decisions/supervision**

West Berkshire Council supervision policy also recognises that often, supervisees are given decisions in informal settings (via phone calls, making coffee etc.) We recognise the importance of these decisions being recorded and have agreed that: *(please check the relevant box)*

The supervisee will record these decisions on RAISE & send an alert to the supervisor

The supervisor will record these decisions on RAISE & send an alert to the supervisee

**Anti-oppressive and anti discriminatory practice**

We will ensure that supervision is based on anti-oppressive and anti discriminatory principles and should be sensitive to race, gender, disability, impairment, age, religion and sexuality.

**Record keeping**

We will ensure that supervisions are recorded in line with West Berkshire Council’s supervision procedure.

**Disagreements**

If we cannot agree on an item, then the disagreement will be formally recorded within supervision. We acknowledge that either party have the right to refer to the next tier of management we have been unable to resolve the issue amongst ourselves.

**Agreement**

We agree that supervision will be given and received in accordance with West Berkshire Council’s Supervision Policy wherein more details regarding supervision can be located.

**Signatures**

Supervisee........................................................

Supervisor.........................................................

**Date:**