**Appendix 5**

**SENIOR MANAGEMENT SUPERVISION AUDIT TOOL**

Purpose of the audit tool is to ensure that all staff receives supervision in accordance with the supervision procedure of West Berkshire Council

Both Framework and personal supervision folders must be reviewed as part of the supervision audit process.

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| --- | --- | --- | --- |
|  | **Name of Staff:**  **Team Manager/Team/Service:**  **Period of Audit:** | | |
|  | **Audit Question** | **Yes/No** | **Comments** |
| 1. | Does the worker have a supervision folder?  *Standard: All workers should have their own supervision folder.* |  |  |
| 2. | Is there a supervision agreement?  *Standard: All workers should have a supervision agreement which addresses frequency, location, content, dealing with disagreements, recording etc.* |  |  |
| 3. | Has there been a review of the supervision agreement?  *Standard: The agreement should be reviewed after the probationary period and thereafter at least every 6 months.* |  |  |
| 4. | Is the schedule of supervision appropriate?  *Standard: Supervision is held at least 4 weekly and is commensurate with worker’s length of service, skills and knowledge base.* |  |  |
| 5. | Is there evidence of supervision recording?  *Standard: Managers are to ensure that workers are provided with a copy of the supervision record and that these are agreed and signed.* |  |  |
| 6. | Is there evidence of case evaluation and analysis, as well as reviewing the outcomes of the previous decisions and actions?  *Standard: Supervision will set tasks and targets that are SMART and outcomes focussed.* |  |  |
| 7. | Is supervision reflective in nature, exploring the impact of workers emotions and thoughts in respect of the case?    *Standard: All staff should be encouraged to reflect on practice and evidence this in supervision re case work and planning.* |  |  |
| 8. | Is there evidence that professional and personal development is addressed?  *Standard: CPD/appraisals, including observations of practice, joint visits, meetings, identified training needs are undertaken etc* |  |  |
| 9. | Are any performance or conduct concerns noted? |  |  |
| 10. | Sickness absence & A/L  *Standard: Supervision to address absence, leave, TOIL etc.* |  |  |
|  | **Judgement on the quality and effectiveness of supervision** | **Outstanding/Good/Requires Improvement/Inadequate** | |
|  | **Comments/Improvement Plan** |  | |

Auditor:………………………………………….. Date:……………………………………………………..