**Appendix 1**



**Supervision Agreement**

**A supervision agreement should be in place for every new supervisory relationship; this agreement should be revised annually to ensure that it is up to date and relevant.**

**This Supervision Agreement was made on:**

Date ……………………………………………..

Between (Supervisor)…………………………

And (Supervisee) ……………………………..

**The purpose of this agreement:**

This agreement sets out the frequency and function of supervision for the worker named above.

**Supervision Arrangements:**

Frequency of supervision (minimum of monthly**)……………………………..**

Venue for supervision……………………………………………………………………

Arrangements if supervision is cancelled…………………………………………….

Who is responsible for making the supervision arrangements?..................................

……………………………………………………………………………………………..

**Supervision will be provided in order to:**

* Review wellbeing and personal learning and career development goals; including the evaluation of how learning from audits will be applied and embedded in work Identify and address issues related to caseload, workload and productivity
* Identify and address issues related to caseload, workload and performance
* Assist the worker to understand their role, tasks, rights and responsibilities.
* Improve the quality of decision making and interventions
* Enable effective line management and accountability
* Enable a two way reflective conversation on performance and development
* Enable a reflective account of case work to inform decision making.

**Expectations:**

* Both supervisor and supervisee will contribute to the agenda.
* The supervisee will complete the self-assessment form in advance of their supervision and send to the supervisor 2 days before supervision.
* The supervisor will prepare for supervision by reading the self-assessment form; audit learning and other feedback forms prior to supervision taking place.
* Cancelled supervision will be rearranged at the earliest opportunity.
* Supervision will take place at a minimum of every 4 weeks and more frequently if the role requires this i.e. for Newly Qualified Social Workers
* All supervision notes will be recorded by the line manager.
* The supervisee will be given a copy of their supervision discussion
* The supervision document will be signed.
* The Supervisee will have a practice observation every 3 months as a minimum
* The supervision agreement will be reviewed annually

**Dispute resolution**

Any disputes in supervision will initially be discussed between the supervisor and supervisee to resolve any difficulties, however, it may be necessary for the Supervisor’s line manger to step in to mediate and this may involve the line manger observing the supervisory relationship.

Signed

(Supervisor) (Supervisee)

Date: