

Worker's guide to the Supervision and Audit database

The Supervision and Audit database is the new resource to record personal supervisions and case file audits. Case file supervisions will continue to be recorded on children's files on LCS.

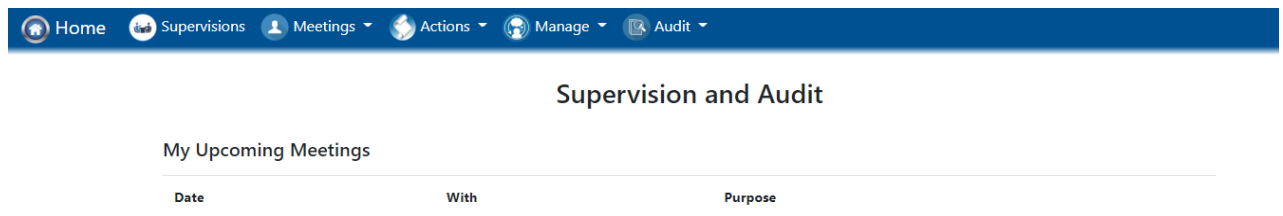
Actions from audits will feed directly into your supervisions, making it easier to track them.

There are 9 different types of audits including monthly audits, themed audits, fostering audits, as well as Child Protection Co-ordinator and Independent Reviewing Officer audits.

To access the database, open your browser and enter link <http://supervision.bradford.gov.uk/>

For now, you need to save the page into your bookmarks. In the near future there will be a direct link to the database from your desktop.

This is the database homepage:



Supervisions takes you to a new screen which records the current status of your supervisions

Meetings records all meetings that you have been invited to by your managers. Line managers can use this tab to set up meetings.

Actions shows a list of all actions that have been allocated to you from audits, supervisions and meetings and their current status

Manage shows a list of all the people you have direct line management responsibility for.

Audit

Allocated workers will be notified by email when one of your children has been audited.

if you select the drop down **My audits** you will see all the audits completed for your children.

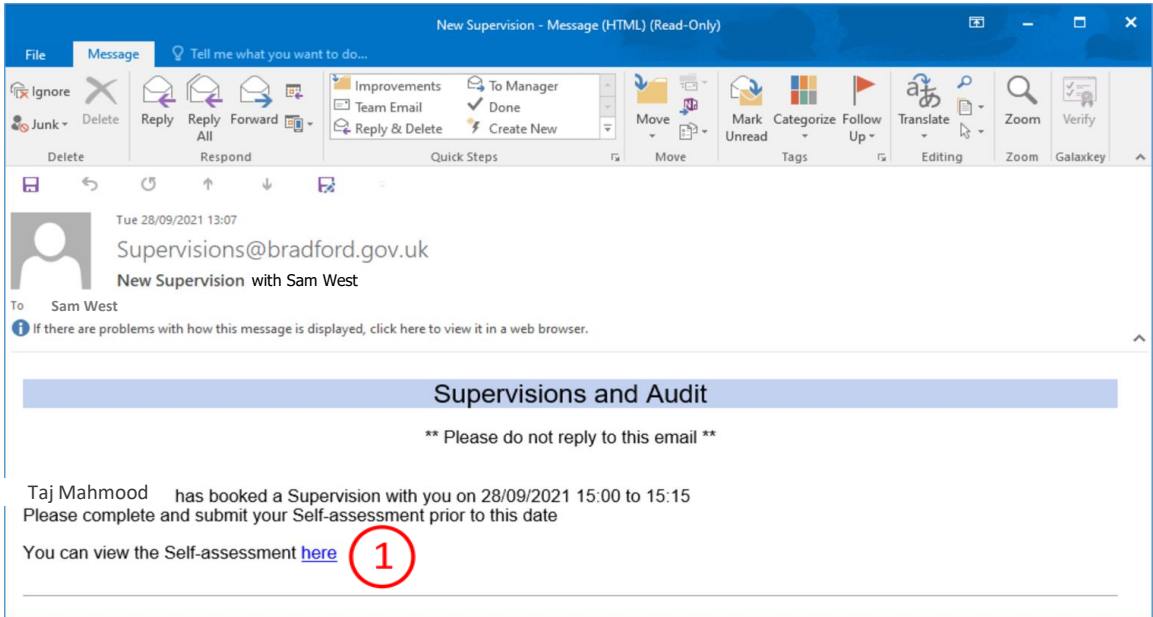
You can also search for audits on your caseload using the **Audit by Case ID** search facility.

If your job requires you to complete audits you will have a drop down option called **New Audit**. There is a separate guide for each audit.

Supervision

Your supervisor will send you an email and an Outlook calendar invite stating “Name of supervisor has booked a supervision with you”

When you accept the calendar invite, an email confirmation will be received by the supervisor.



You need to complete a self-assessment before your supervision. You can either:

1. Complete the self-assessment by selecting the link in the email
- Or go to the Supervision and Audit database:
2. Select **Supervisions** from the tool bar
 3. Select **Awaiting Self-assessment**



4. When you have submitted the self-assessment, your status will change to:



Completing the self-assessment

1. Select the button that represents your views
2. Add your comments in the free text boxes.
3. **Save** and **Submit** when completed

Home Supervisions Meetings Actions Manage Audit

Self Assessment - Review of period for Sam West

Please state your level of agreement to the following statements in the period since your last Supervision:

My health and wellbeing is good *

Strongly Disagree Strongly Agree

Since my last supervision I have been able to manage my workload and maintain a good work life balance *

Strongly Disagree Strongly Agree

Please be aware of the Health & Wellbeing information on the intranet

How has work been for you?

Please use this space to list any items for discussion with your manager in relation to this review period including, but not limited to

- Information on Workload (Quantity and Complexity)
- Health and Wellbeing
- Work-Life Balance
- Ways of Working
- Achievements
- Any issues that may impact on Professional Performance

Free text...

The quality of my work is good *

Strongly Disagree Strongly Agree

I have been able to meet deadlines since my last supervision *

Strongly Disagree Strongly Agree

Areas of Strengths and Good Performance

What has gone well professionally and personally (use bullet points)

Free text...

Areas of learning or areas requiring improvement

How do you feel you could of performed better / what would of helped you perform better since your last supervision?

Free text...

I have found my learning during this period to be useful and informative *

Strongly Disagree Strongly Agree

I regularly attend and contribute towards team meetings *

Strongly Disagree Strongly Agree

When you are unable to attend a Team Meeting do you read and discuss relevant papers with your Manager?

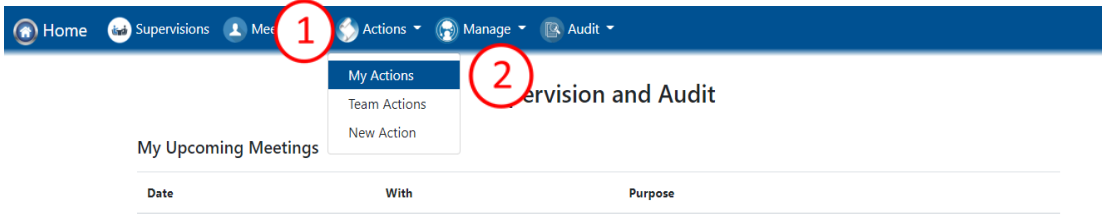
Please check here:

Save **Submit**

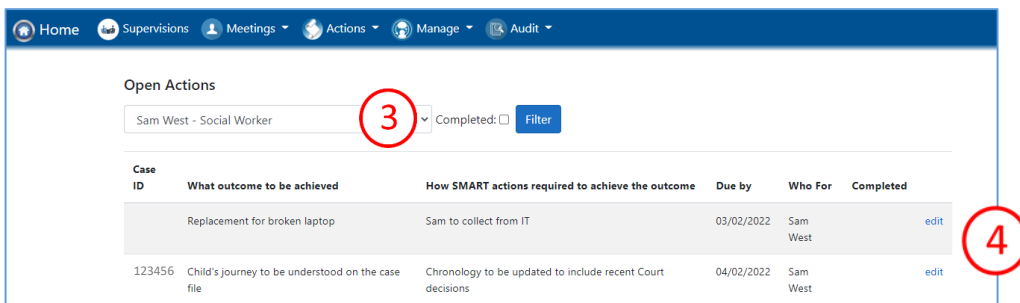
Reviewing your actions

It is good practice to review and update your actions prior to supervision

1. On your homepage, select the **Actions** tab
2. Select **My Actions** from the drop down

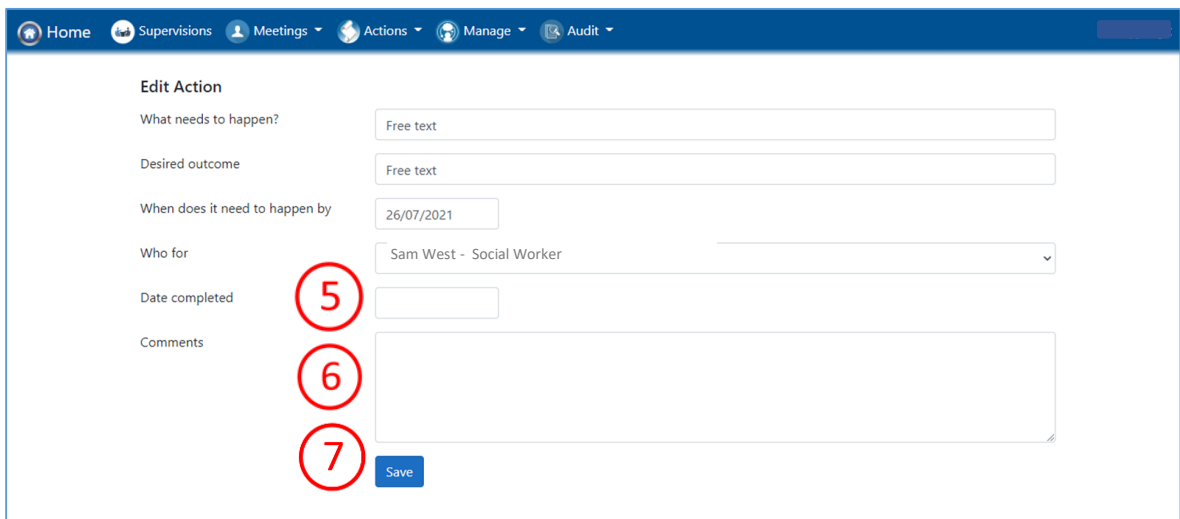


3. The default view is **Open Actions**. If you want to view **Closed Actions**, check the box marked **Completed** and select **Filter**
4. To update an action, select **edit**



A new window will open:

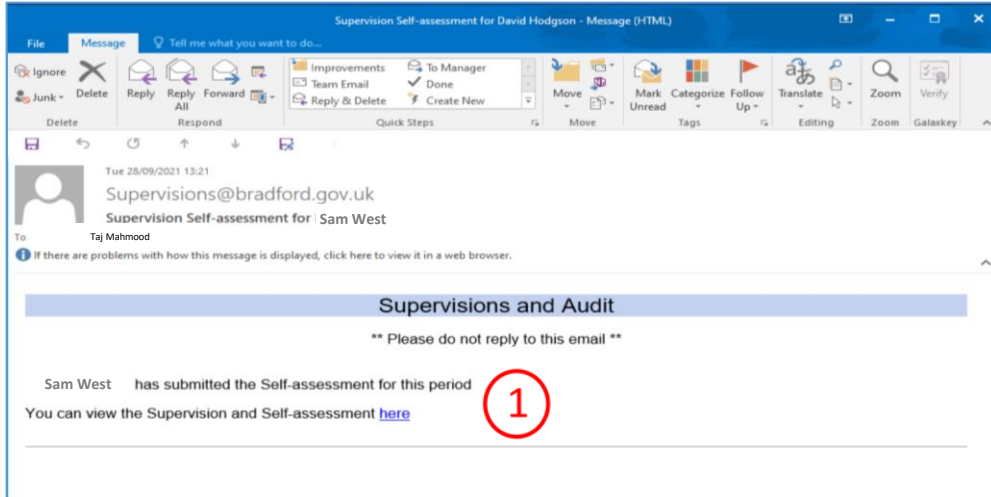
5. Select date completed and use the drop down calendar
6. Add comments
7. **Save**



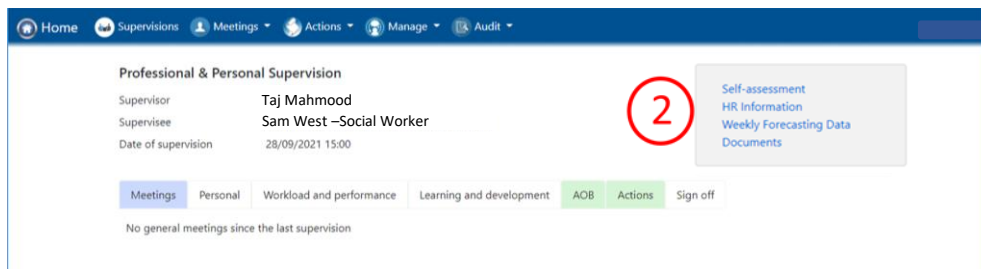
Reselect **My Actions** from the menu strip to allow the database to update (instead of using the browser back button). Your completed action will no longer be visible on the **Open Actions** page.

Completing the Supervision

The supervisor will receive an email advising that the self-assessment has been completed.

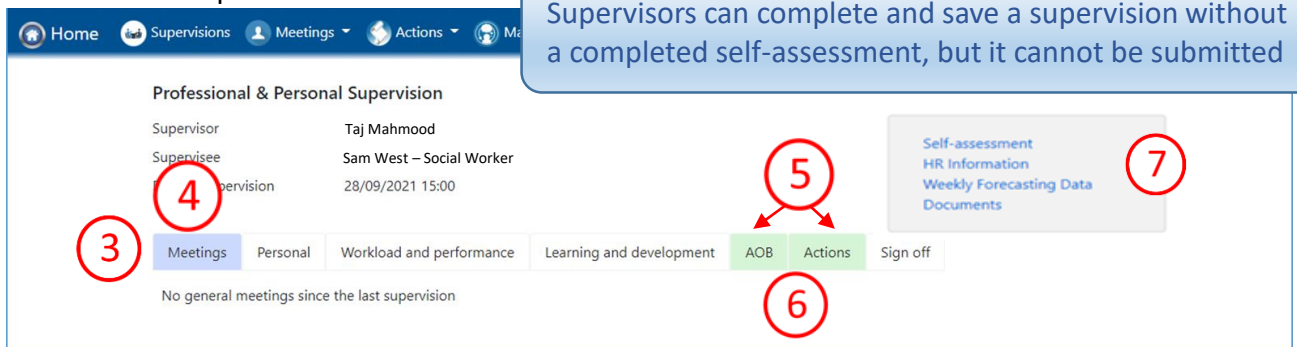


1. The supervisor can view the self assessment by clicking the link in the email
2. Or by selecting **self-assessment** from the menu in the supervision document



The supervisor will complete the supervision document during the meeting.

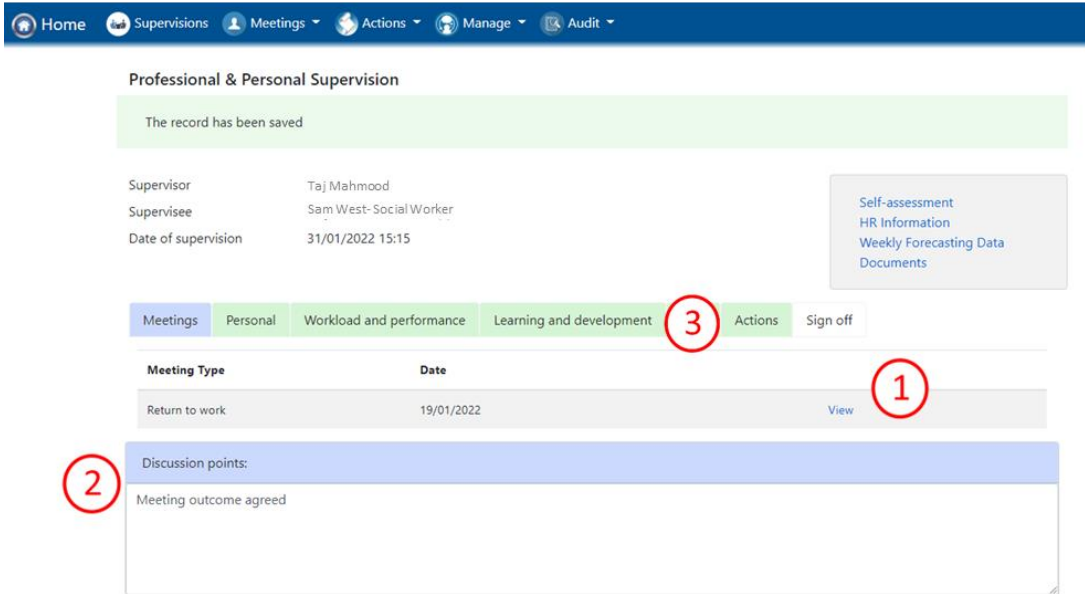
3. There are 6 tabs: Meetings, Personal, Workload & Performance, Learning & Development, AOB, Actions. Each are accessed by clicking on the button in the menu bar.
4. The blue button tells you which page you are on.
5. Buttons go green when the page is fully completed.
6. Only AOB and Actions are optional. Supervisors need to fully complete all other pages before they can submit the audit.
7. The supervisee's HR and performance records can be accessed here. Documents can also be uploaded.



Meetings

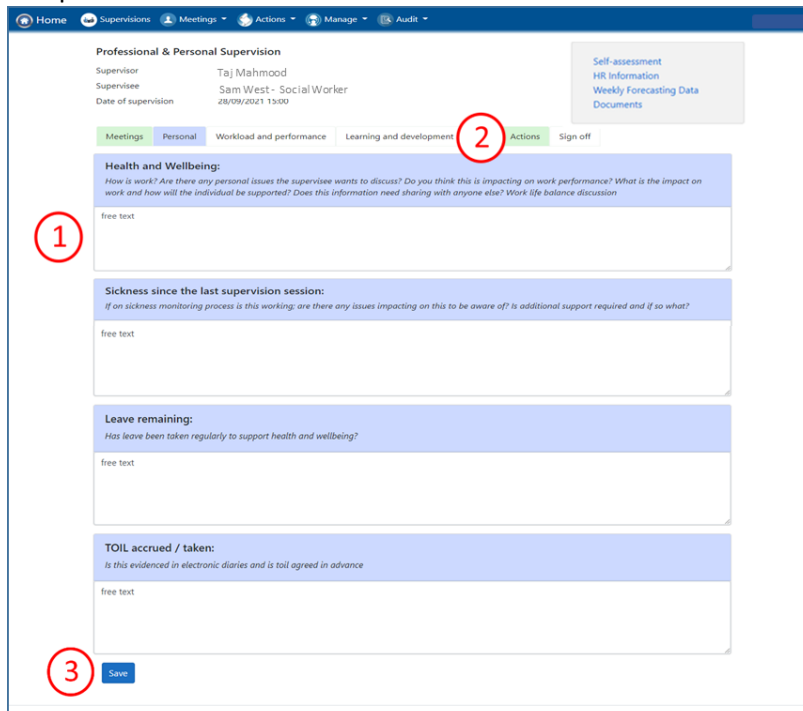
The meetings tab records any general meetings that have been held since the last supervision

1. You can view the details of the meeting by selecting **view**.
2. Comments/updates can be added in the Discussion points box
3. Actions for supervisor or supervisee can be added using the **Actions** tab



Personal

1. The Personal information page is free text but the supervisor must complete all the boxes.
2. Actions for supervisor or supervisee can be added using the **Actions** tab (see page 9 for further details)
3. **Save** when completed



Workload and performance

1. The supervisor completes the free text boxes

The record of audits since the last supervision will populate automatically

2. The audits can be viewed by selecting [View](#)
3. Actions for supervisor or supervisee can be added using the **Actions** tab (see page 9 for further details)
4. [Save](#)

The screenshot shows the 'Professional & Personal Supervision' interface. At the top, there are navigation tabs: Home, Supervisions, Meetings, Actions, Manage, and Audit. Below the tabs, the supervisor is 'Taj Mahmood' and the supervisee is 'Sam West - Social Worker'. The date of supervision is '28/09/2021 15:00'. There are buttons for 'Self-assessment', 'HR Information', 'Weekly Forecasting Data', and 'Documents'. The 'Workload and performance' tab is selected, and the 'Actions' tab is circled with a red '2'. Below the tabs, there are two free text boxes: 'Review of workload:' and 'Performance Review:'. The 'Review of workload:' box is circled with a red '1'. Below the 'Review of workload:' box, there is a table titled 'Audits since last Supervision:'. The table has columns for 'Type', 'Case ID', 'Overall Grade', and 'Date Completed'. There is one row with 'Audit Moderation', '223344', '0', and '15/09/2021'. A 'View' button is next to the row, circled with a red '3'. At the bottom, there is a 'Save' button circled with a red '4'.

Professional & Personal Supervision

Supervisor Taj Mahmood
Supervisee Sam West - Social Worker
Date of supervision 28/09/2021 15:00

Self-assessment
HR Information
Weekly Forecasting Data
Documents

Meetings Personal Workload and performance Learning and development Actions Sign off

Review of workload:
How many cases? Do they think this is manageable? Does any action need to be taken to reduce case loads? Any closures? Capacity?

Free text

Audits since last Supervision:

Type	Case ID	Overall Grade	Date Completed
Audit Moderation	223344	0	15/09/2021

View

Performance Review:
What are their strengths? Discussion regarding audits and any feedback from others regarding good practice. What does your data tell you about their performance? Practice Observations. Identified learning and development needs?

Free text

Save

Learning and Development

1. The supervisor completes the free text boxes
2. Actions for supervisor or supervisee can be added using the **Actions** tab (see page 9 for further details)
3. **Save**

Professional & Personal Supervision

The record has been saved

Supervisor: Taj Mahmood
Supervisee: Sam West - Social Worker
Date of supervision: 28/09/2021 15:00

Self-assessment
HR Information
Weekly Forecasting Data
Documents

Meetings Personal Workload and performance **Learning and development** AOB Actions Sign off

Continued professional development:
What support is needed for learning identified from performance review or from worker's perspective? Has previous learning identified been completed – outcome and impact? What are their professional aspirations? Are they using the 3.5 hours per month CPD time?

Free text

Personal Reflections:
What impact do they think they are making? What achievements do they feel they have made this month? Is there anything they would do differently?

Free text

Save

Any Other Business

This section can be left blank if desired.

If the supervisor uses it, don't forget to **Save**

Professional & Personal Supervision

The record has been saved

Supervisor: Taj Mahmood
Supervisee: Sam West - Social Worker
Date of supervision: 28/09/2021 15:00

Self-assessment
HR Information
Weekly Forecasting Data
Documents

Meetings Personal Workload and performance Learning and development **AOB** Actions Sign off

Any other business:

Free text

Save

Actions

The actions page lists all actions from supervisions and audits identified or completed since the last supervision.

1. The supervisor can also add actions from this supervision on this page using the button **+ Add SMART Recommendation**
2. Completed actions can be reviewed. Select **View**
3. Actions not yet completed can be edited and signed off during the supervision session. Select **Edit**. Actions open in a new tab in the browser.

Professional & Personal Supervision

Supervisor: Taj Mahmood
Supervisee: Sam West - Social Worker
Date of supervision: 31/01/2022 13:15

Self-assessment
HR Information
Weekly Forecasting Data
Documents

Meetings Personal Workload and performance Learning and development AOB **Actions** Sign off

1 + Add SMART Recommendation

What outcome to be achieved	How SMART actions required to achieve the outcome	Due by	Assigned to	Completed
Free text	Free text	31/01/2022	Sam West	31/01/2022 2 View
Free text	Free text	01/02/2022	Sam West	01/02/2022 3 View

Supervision sign off

1. The Supervisor signs off the supervision by selecting **Save** and then **Submit**

Professional & Personal Supervision

The record has been saved

Supervisor: Taj Mahmood
Supervisee: Sam West - Social Worker
Date of supervision: 28/09/2021 15:00

Self-assessment
HR Information
Weekly Forecasting Data
Documents

Meetings Personal Workload and performance Learning and development AOB **Actions** **Sign off**

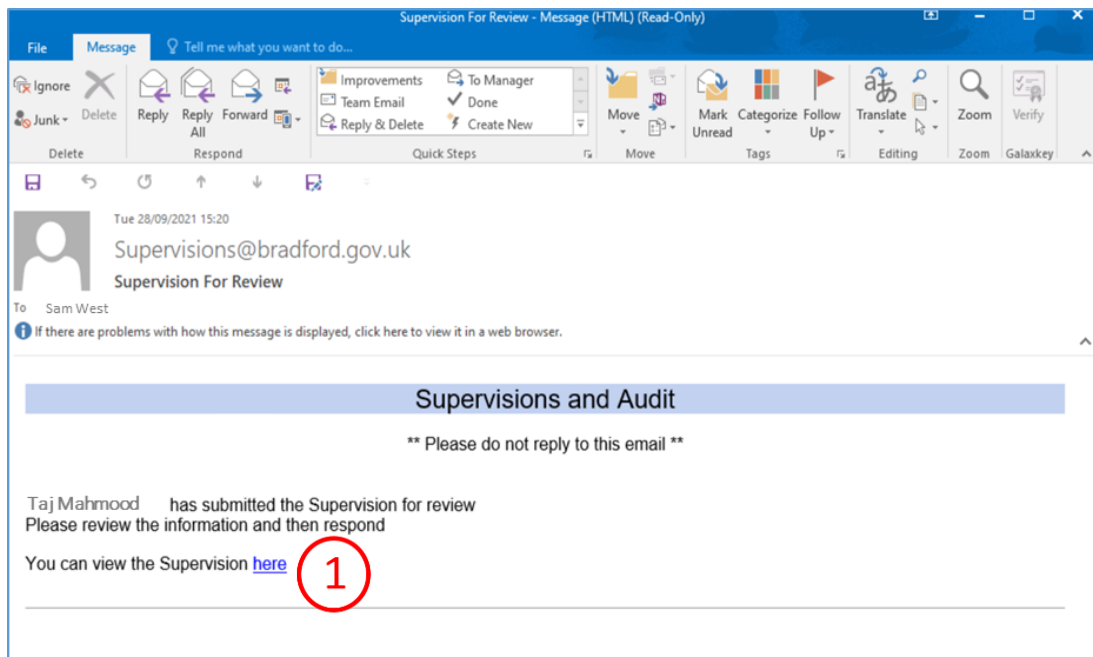
Self-assessment received

Last updated by: 28/09/2021 13:07:20

1 Save Submit

The supervisee will receive an email as follows.

1. The supervisee should review the notes by selecting the link in the email.



Supervisee response

The supervisee's supervision record will look like this:

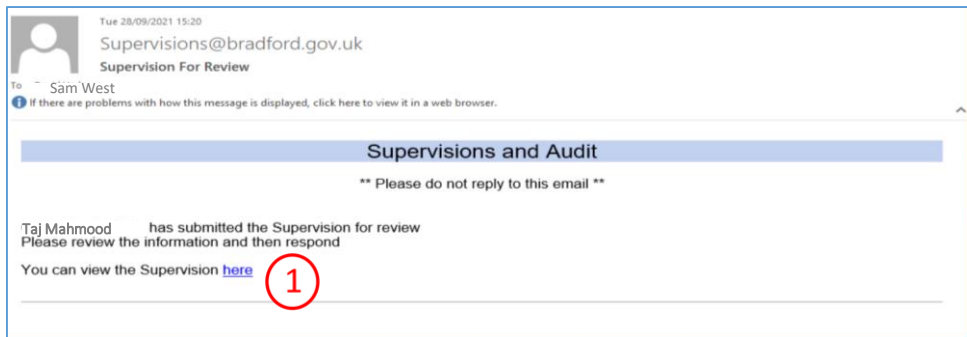
Home Supervisions Meetings Actions Manage Audit

My Supervisions

Supervision Date	With	Status
28/09/2021 03:00	Taj Mahmood	Awaiting agreement from Supervisee

Supervisee response

The supervisee will receive an email as follows:



1. The supervisee should review the notes by selecting the link in the email. The supervisee's supervision record will look like this:

Supervision Date	With	Status
28/09/2021 03:00	Taj Mahmood	Awaiting agreement from Supervisee

2. If the supervisee agrees the record they should tick the box and **Submit** the supervision. The supervision is now finalised.
3. If the supervisee wishes the record to be changed, they should **Submit** the supervision without ticking the 'Agreed by supervisee' box and contact the supervisor to discuss any proposed changes.

Professional & Personal Supervision

Supervisor: Taj Mahmood
Supervisee: Sam West
Date of supervision: 26/04/2022 13:30

Self-assessment
HR Information
Weekly Forecasting Data
Documents

Meetings Personal Workload and performance Learning and development AOB Actions Sign off

Awaiting agreement from Supervisee
Selecting this will finalise the Supervision.
If you do not agree this supervision record, submit without selecting the tickbox and contact your supervisor to discuss

Agreed by Supervisee

Last updated by: MAHMOODT 28/04/2022

Save Submit

2

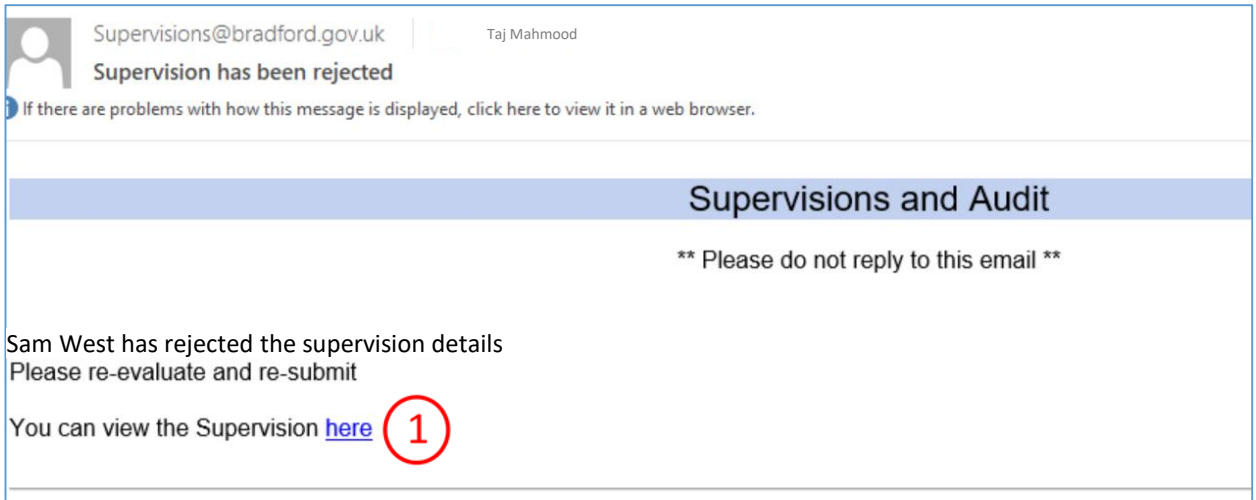
3

You cannot directly amend the record and should contact the supervisor to discuss any proposed changes.
The supervisor can make amendments if appropriate and re-submit the supervision.

If you want changes to be made to the supervision record

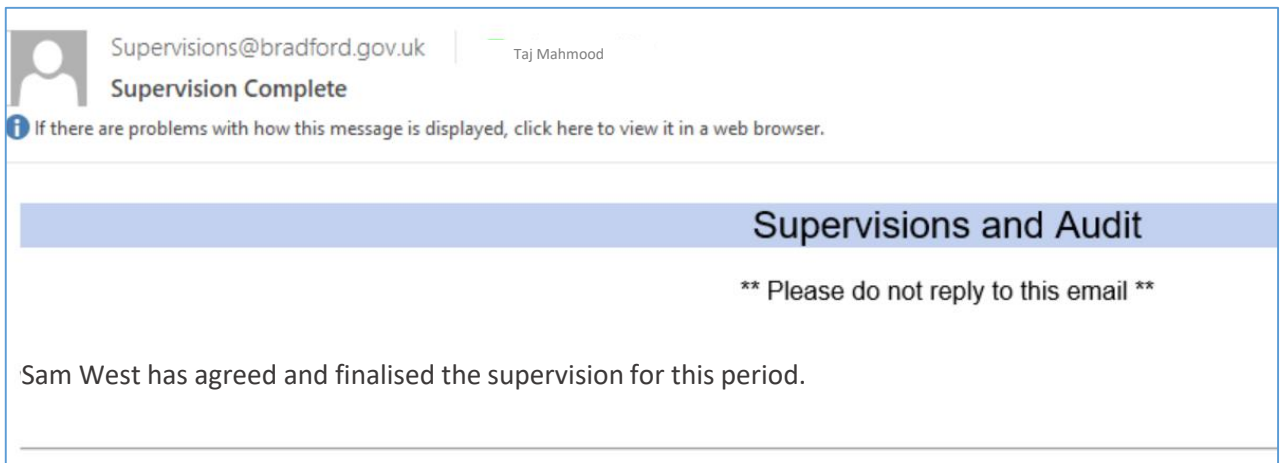
The supervisor will receive an email to advise you have rejected the supervision

1. They can view the supervision record by selecting the link



After discussion with you, the supervisor can make changes as appropriate and resubmit the record. A second email will be sent and you will be invited again to agree the audit. It is possible to do this as many times as required.

When you have agreed the supervision, an email is sent to the supervisor to confirm.



The supervision is finalised when it has been agreed and submitted by the supervisee.

Viewing completed supervisions

You can view supervisions in the **My Supervisions** tab. You should select **Completed** to read the supervision details



Supervision Date	With	Status
28/09/2021 03:00	Taj Mahmood	Completed

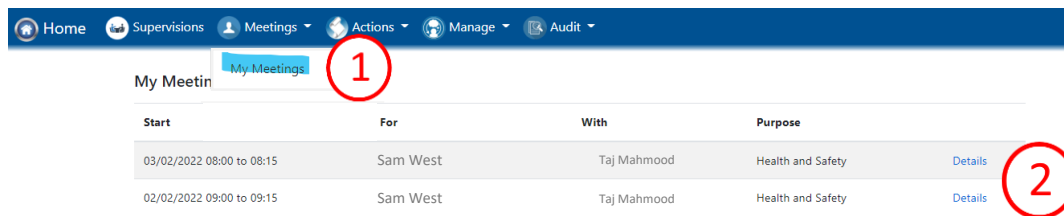
Attending meetings

Line managers can use the database to set up general meetings as well as supervision.

You will receive an email inviting you to a meeting in the same format as the supervision invite and the meeting will feed into your Outlook calendar.

You should accept the invite in the normal way

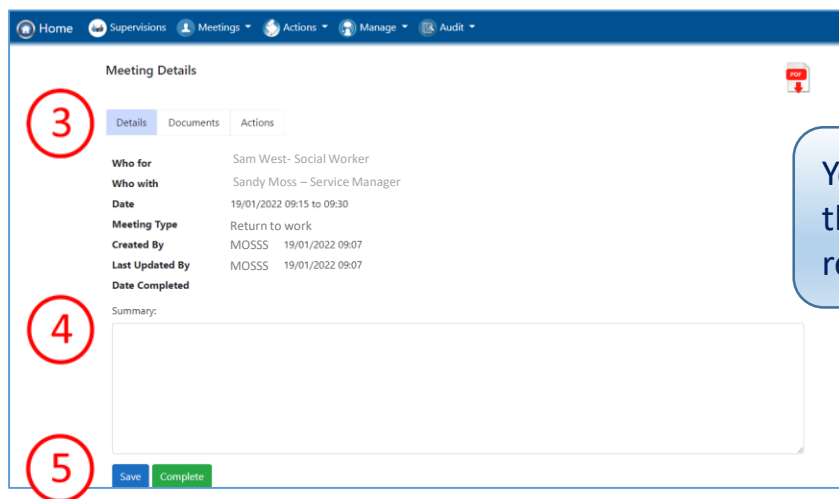
1. The meeting will be recorded in your meetings
2. You can view the details here



A new meeting Details window will open

3. Documents and actions can be attached to the meeting
4. Notes must be recorded in the summary by the line manager.
5. The manager can **Save** at any time, but the record cannot be edited again once **Complete** has been selected.

The meeting remains in your list once complete so the minutes can be viewed at any time.



You can print off a PDF of the meeting minutes if required using this icon

For more details see **S&A Database Setting up a meeting** guide