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.

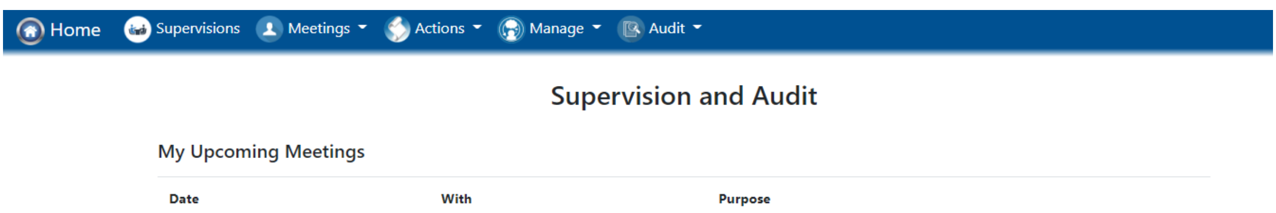
Actions from audits will feed directly into your supervisions, making it easier to track them.

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.

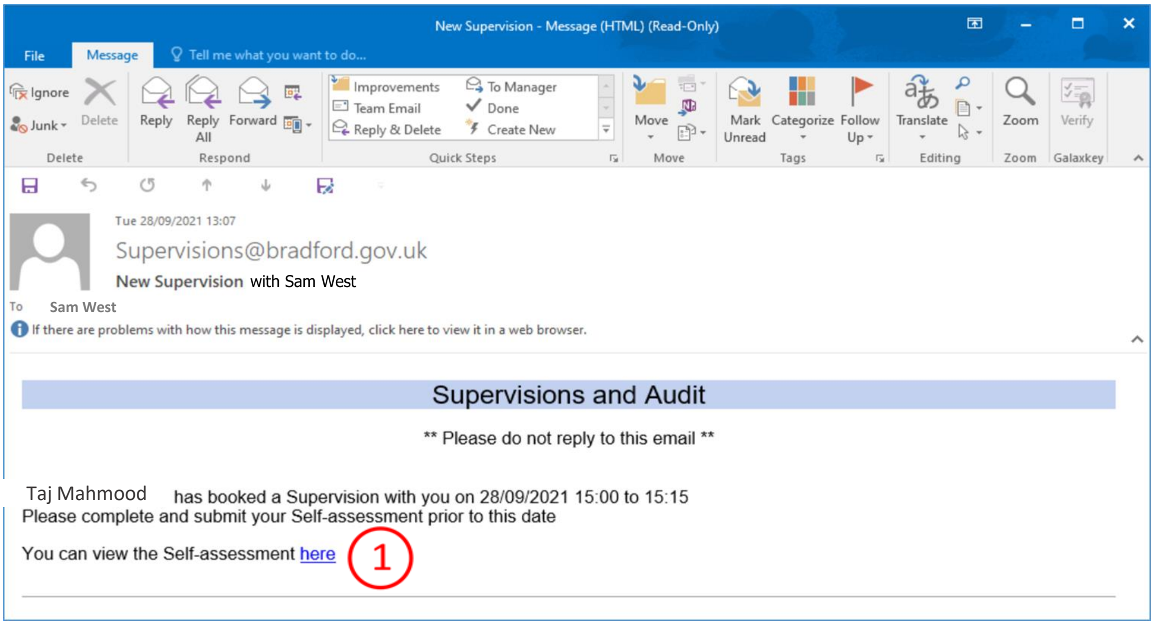
You can also search for audits on your caseload using the **Audit by Case ID** search facility.

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

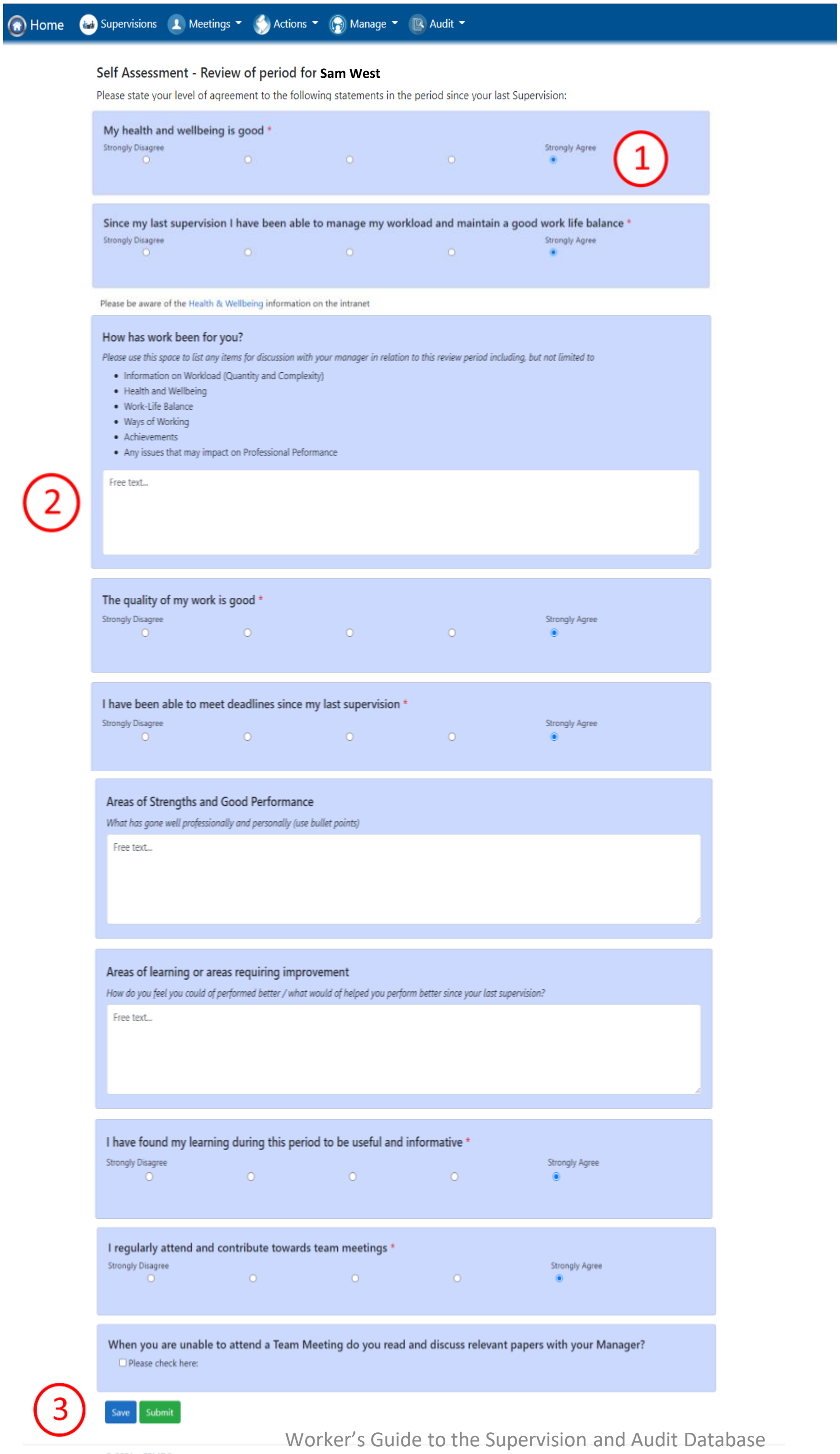
Or go to the Supervision and Audit database:

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

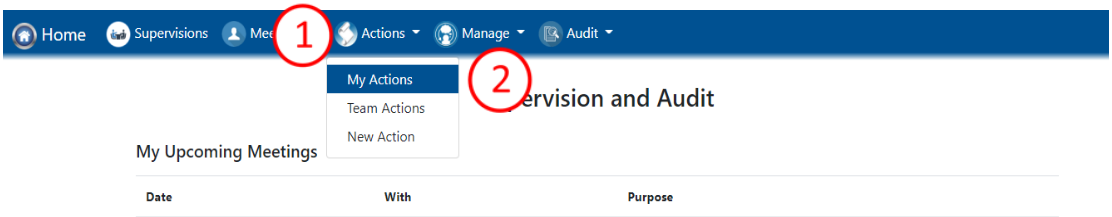
1. Select the button that represents your views
2. Add your comments in the free text boxes.
3. Save and Submit when completed



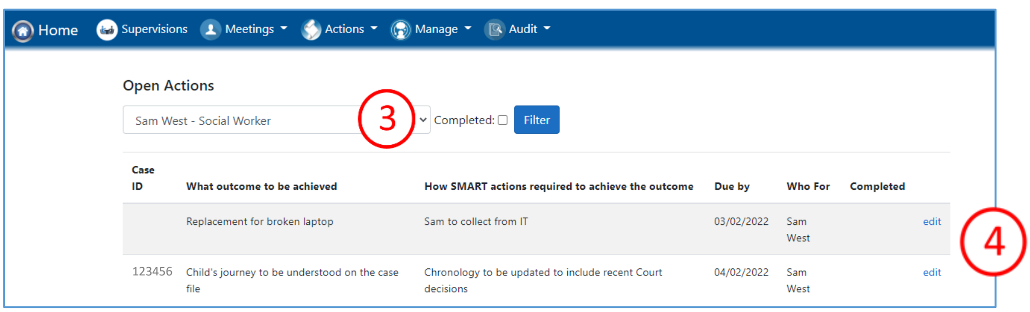
Reviewing your actions

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

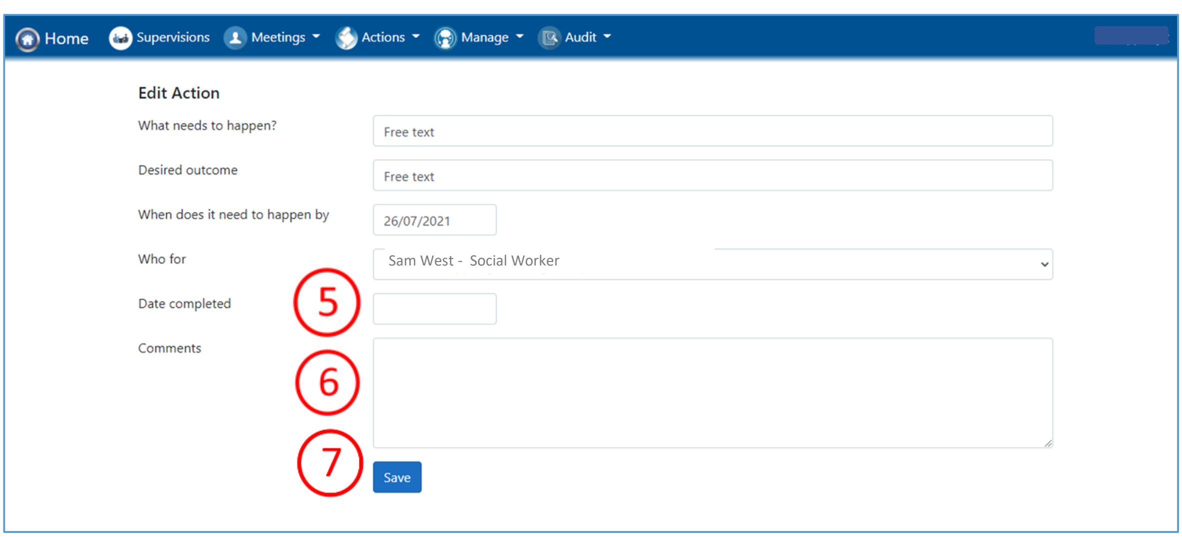


3. The default view is **Open Actions.** If you want to view **Closed Actions**, check the box marked **Completed** and select **Filter**
4. To update an action, select edit



A new window will open:

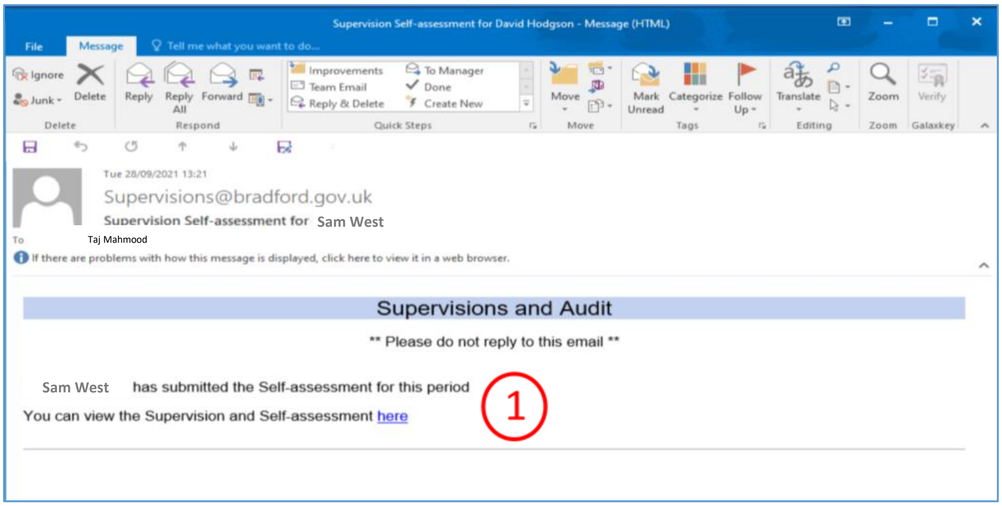
5. Select date completed and use the drop down calendar
6. Add comments
7. **Save**



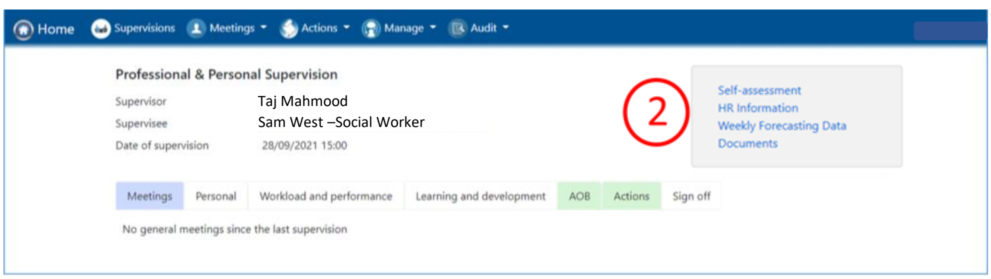
Reselect **My Actions** from the menu strip to allow the database to update (instead of using the browser back button). Your completed action will no longer be visible on the **Open Actions** page.

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 completed the supervision document during the meeting.

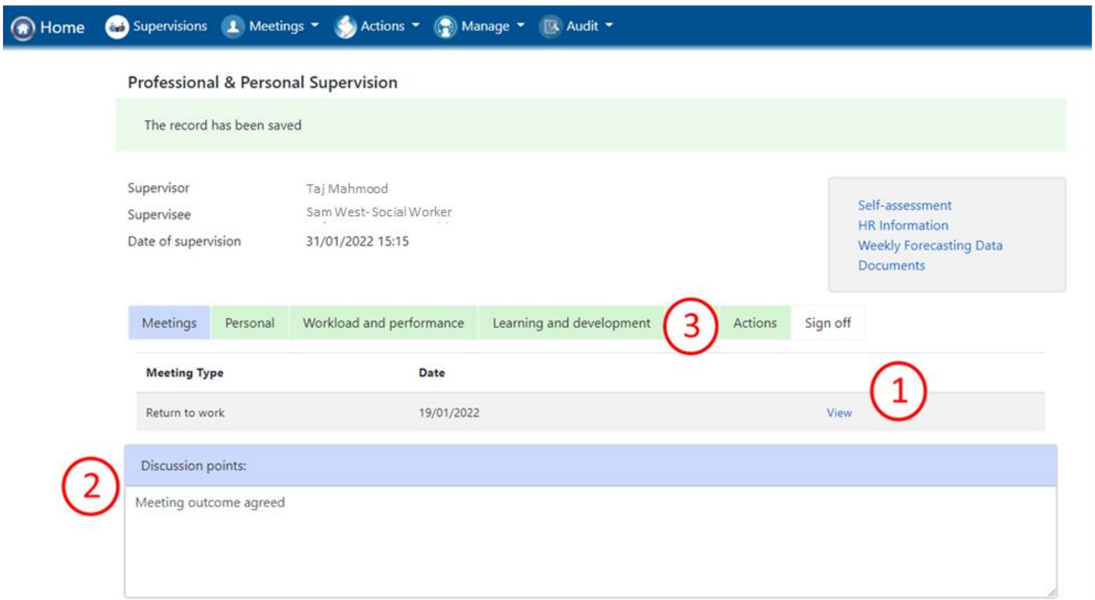
3. There are 6 tabs: Meetings, Personal, Workload & Performance, Learning & Development, AOB, Actions. Each are accessed by clicking on the button in the menu bar.
4. The blue button tells you which page you are on.
5. Buttons go green when the page is fully completed.
6. Only AOB and Actions are optional. 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.

Supervisors can complete and save a supervision without a completed self-assessment, but it cannot be submitted

Meetings

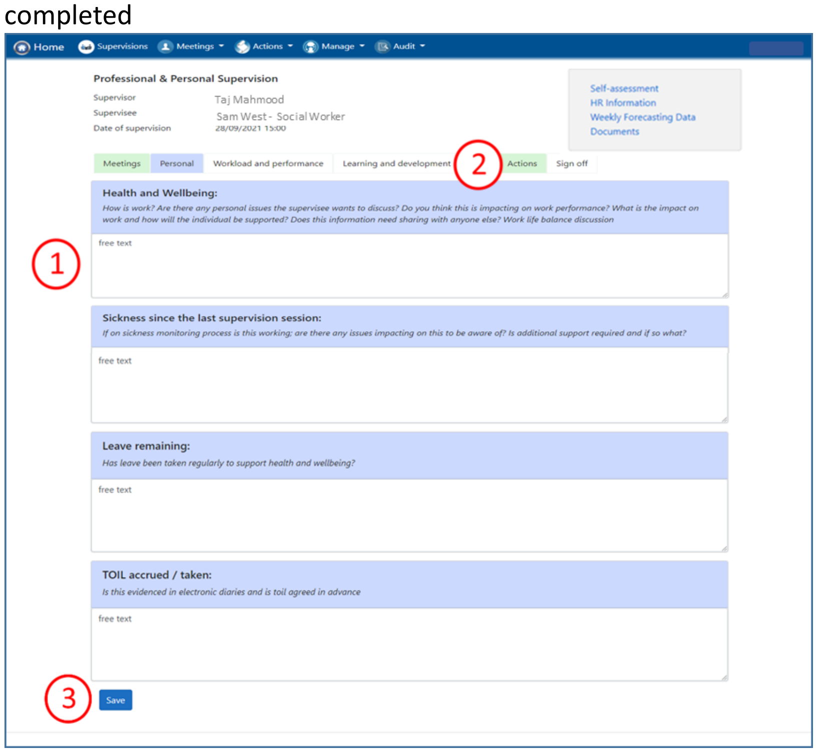
The meetings tab records any general meetings that have been held since the last supervision

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

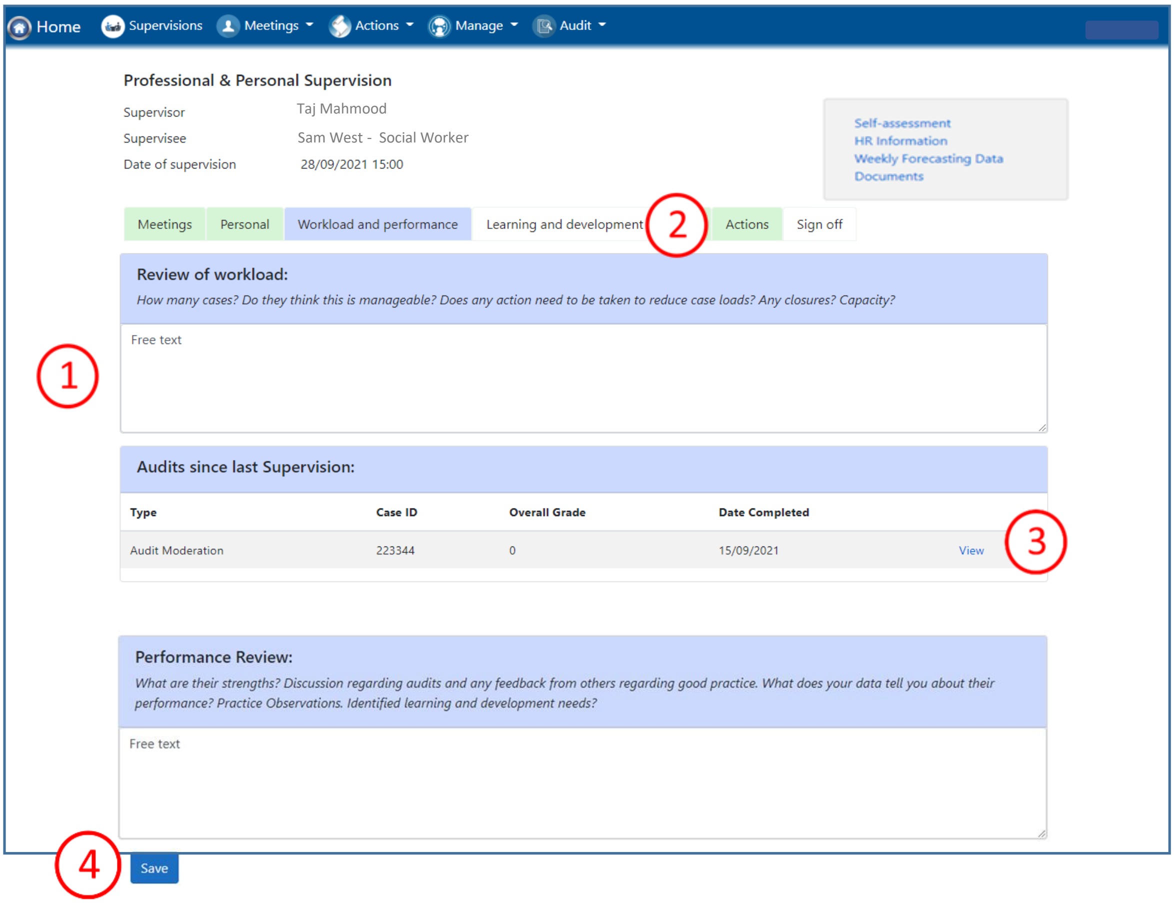


Workload and performance

1. The supervisor completes the free text boxes

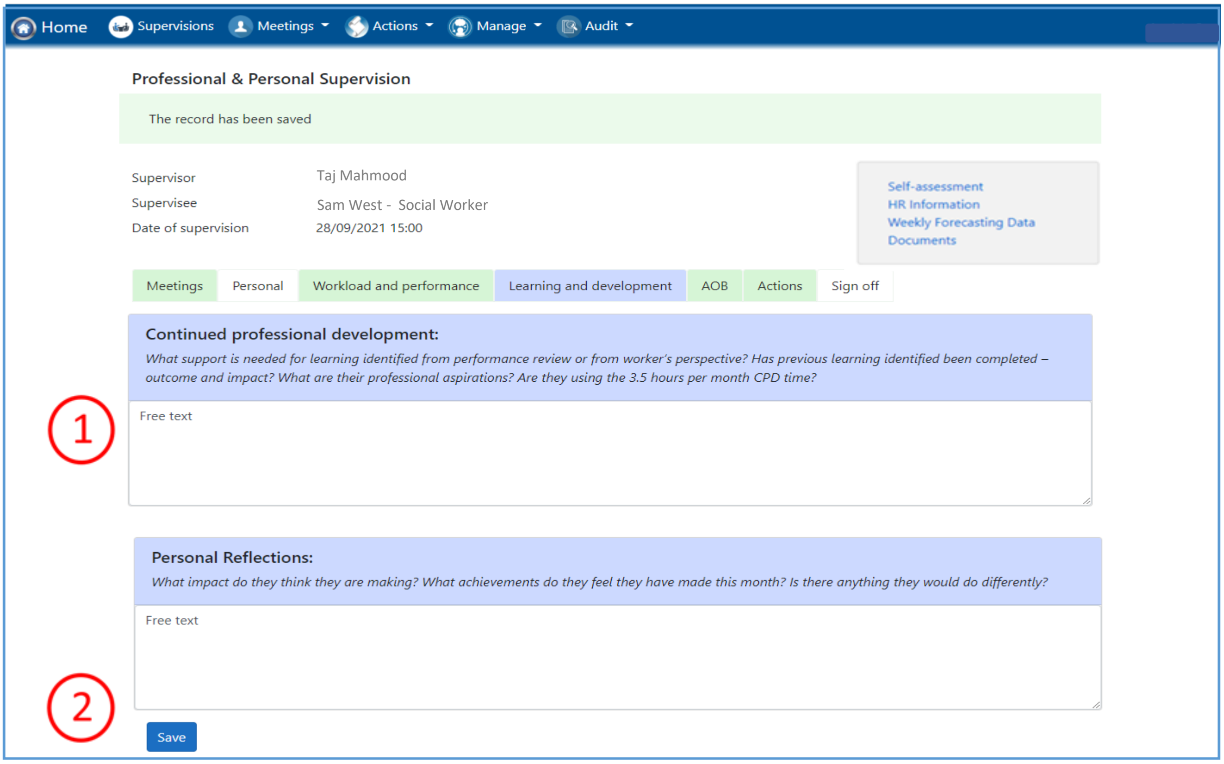
The record of audits since the last supervision will populate automatically

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



Learning and Development

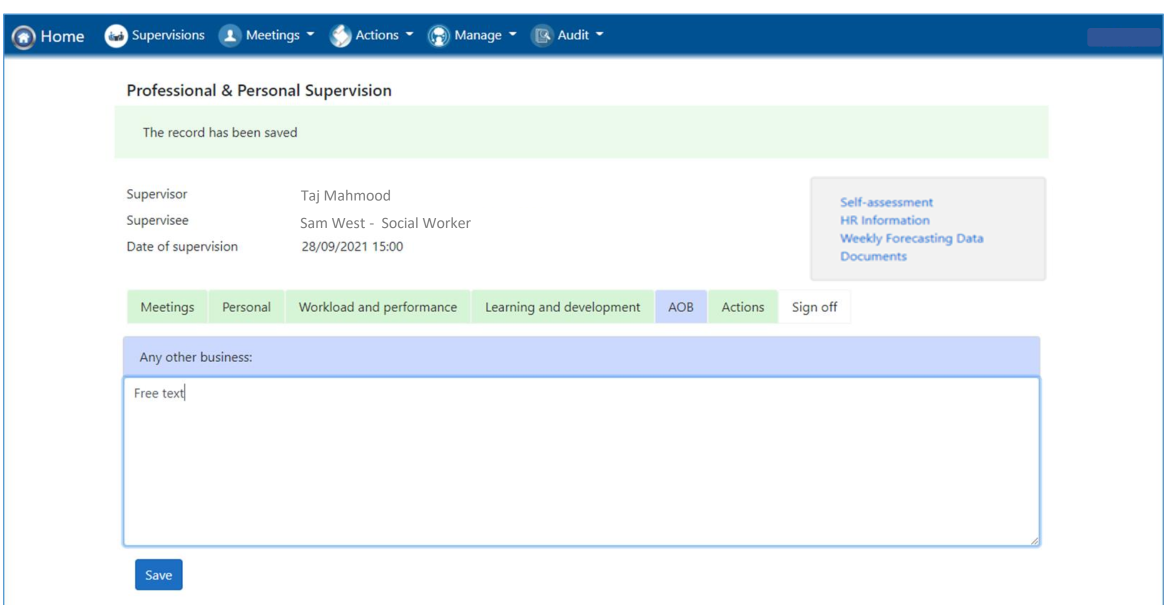
1. The supervisor completes the free text boxes
2. Actions for supervisor or supervisee can be added using the **Actions** tab (see page 9 for further details)
3. Save



Any Other Business

This section can be left blank if desired.

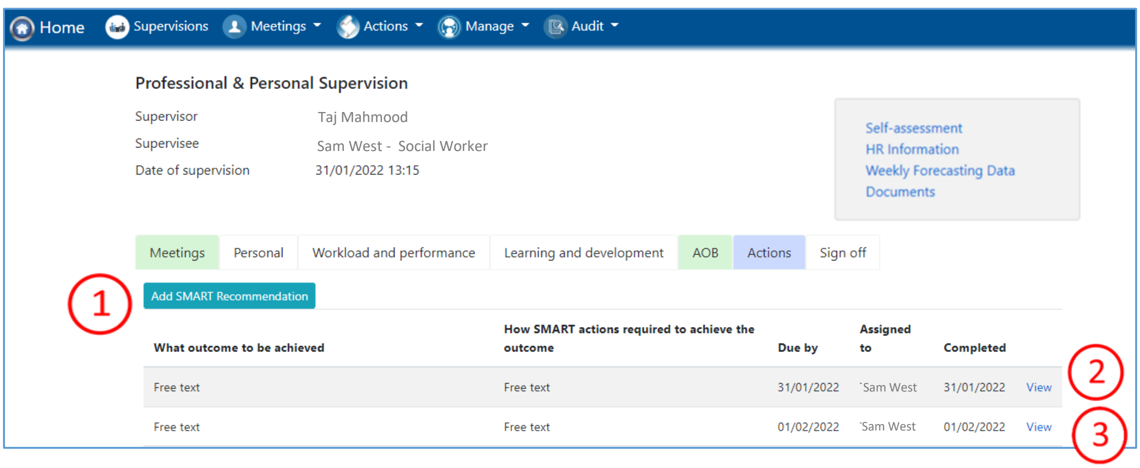
If the supervisor uses it, don't forget to Save



Actions

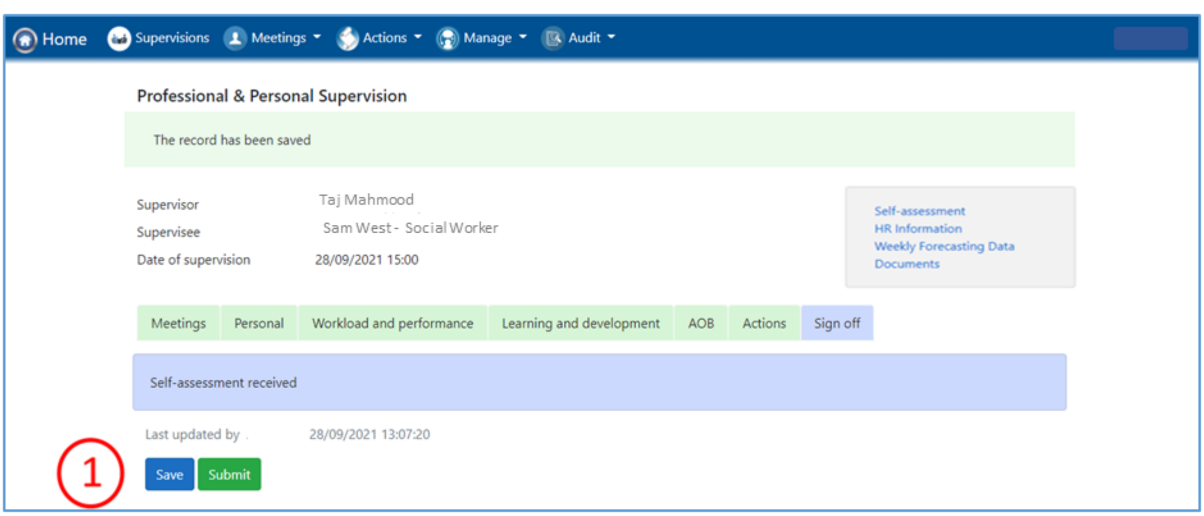
The actions page lists all actions from supervisions and audits identified or completed since the last supervision.

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.



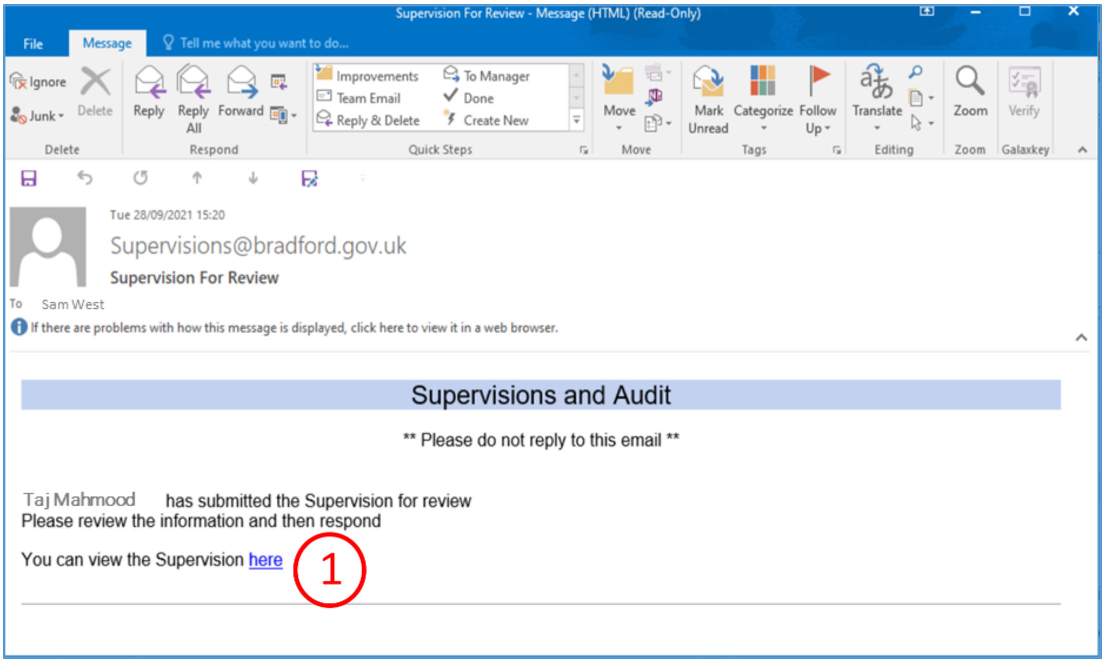
Supervision sign off

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



The supervisee will receive an email as follows.

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

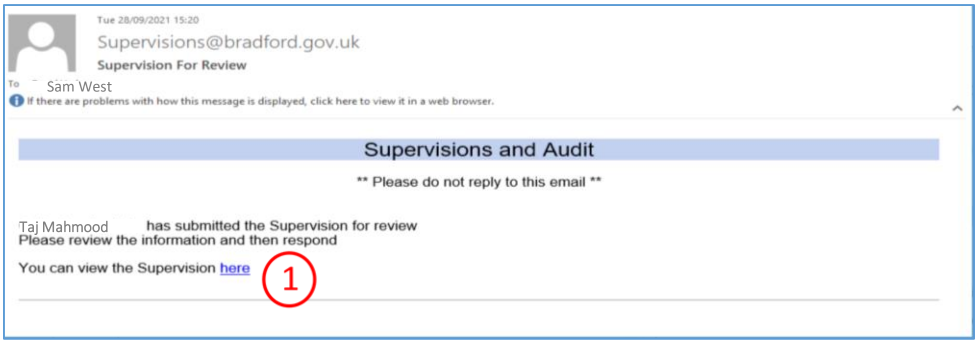


Supervisee response

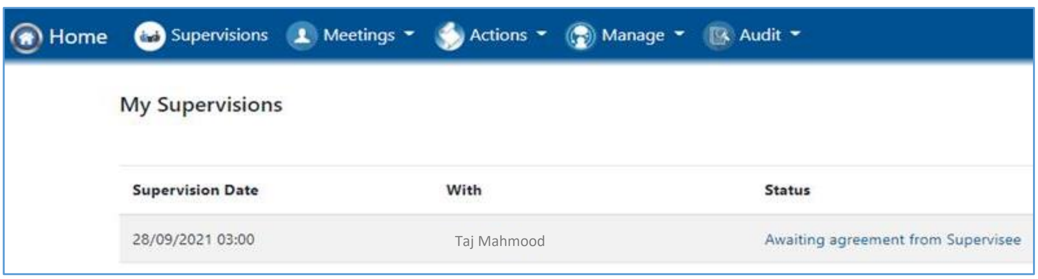
The supervisee's supervision record will look like this:

Supervisee response

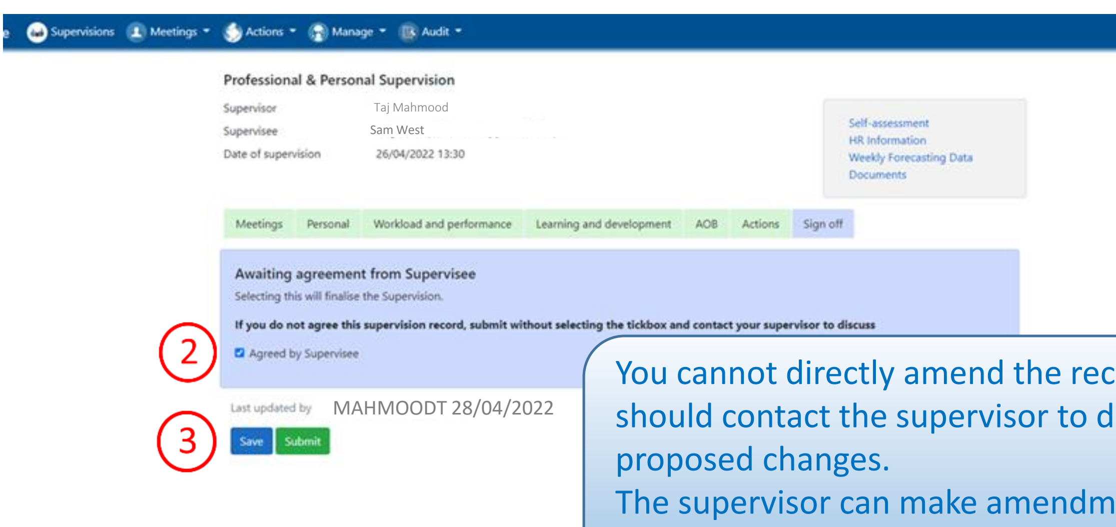
The supervisee will receive an email as follows:



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



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 <u>without ticking the 'Agreed by supervisee' box</u> and contact the supervisor to discuss any proposed changes.

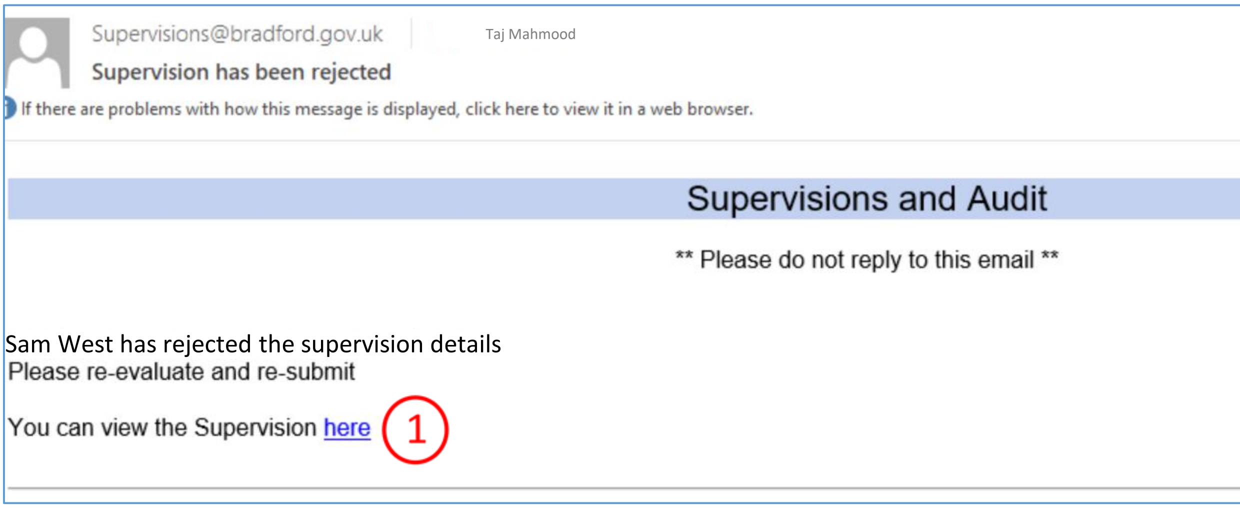


You cannot directly amend the record and should contact the supervisor to discuss any proposed changes.
The supervisor can make amendments if appropriate and re-submit the supervision.

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



Supervisions@bradford.gov.uk   Taj Mahmood

Supervision has been rejected

If there are problems with how this message is displayed, click here to view it in a web browser.

Supervisions and Audit

** Please do not reply to this email **

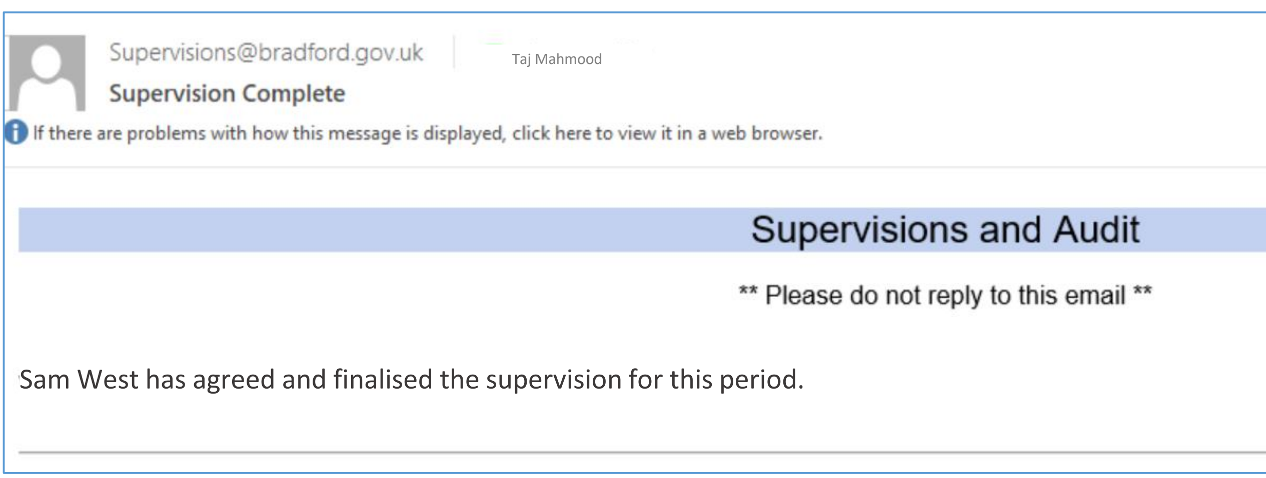
Sam West has rejected the supervision details

Please re-evaluate and re-submit

You can view the Supervision here 1

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.



Supervisions@bradford.gov.uk   Taj Mahmood

Supervision Complete

If there are problems with how this message is displayed, click here to view it in a web browser.

Supervisions and Audit

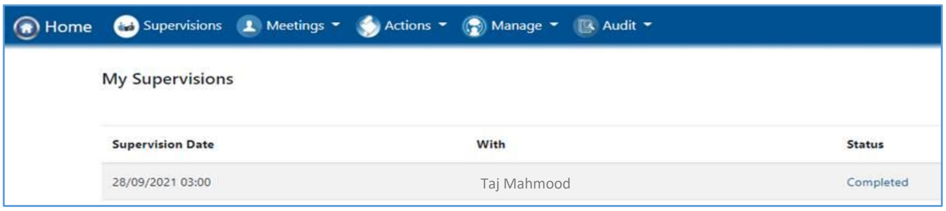
** Please do not reply to this email **

Sam West has agreed and finalised the supervision for this period.

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

Viewing completed supervisions

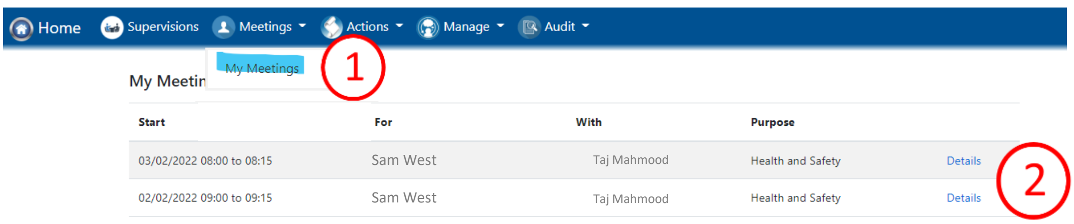
You can view supervisions in the **My Supervisions** tab. You should select Completed to read the supervision details



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

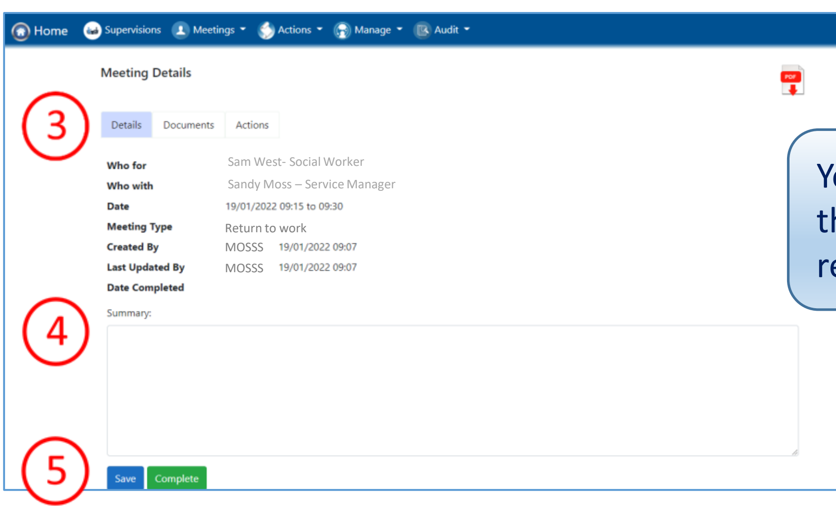
1. The meeting will be recorded in your meetings
2. You can view the details here



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