**Children and Young People’s Services**

**Supervision Agreement**

|  |  |
| --- | --- |
| Name of supervisee |  |
| Name of supervisor |  |
| Date of agreement  |  |

**Frequency**

**Personal Supervision and Case Supervision**: We will normally meet at monthly where possible. Dates of supervision meetings for the next 12 months are outlined in the table below.

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| --- | --- | --- |
| **Date** | **Time** | **Venue**  |
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Additional supervision sessions maybe requested by either of us to meet a specific need or respond to an event.

**Signs of Wellbeing Group Learning**

Signs of Wellbeing Group Learning will be offered twice per month. Full time staff are expected to attend on a monthly basis excluding annual leave/absence. For part-time staff this expectation will be bi-monthly.

**Cancellation/rescheduling**

We agree that supervision should only be cancelled or 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.

If a team manager is not at work for more than 4 weeks the relevant Operations Manager should ensure arrangements for supervision of the practitioners in the team are put in place.

**Length and location**

All staff will have the opportunity to have up to 90 minutes for personal and case supervision. We will meet in a location which is private. Interruptions will be kept to a minimum.

**Agenda and structure**

We will both prepare for supervision by identifying any items for the agenda a to be addressed and cases/issues to be discussed. We will notify each other of any major issues to be addressed in advance. An agenda will be drawn up by us at the start of each supervision session.

**Making supervision work**

Good quality reflective supervision requires preparation by both of us. Following discussion, these are the ways we have agreed to work together in order to get the most out of supervision:

* What I want from you as my supervisor

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* What I will contribute as a supervisee

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* What I want from you as the supervisee

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* What I will contribute as the supervisor

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* As the supervisor I am responsible for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* As the supervisee I am responsible for

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We will review the content, length, frequency, format and style of supervision every 6 months. Feedback on the quality of the supervision will be given by [insert name of the supervisee] to [insert name of the supervisor] by [insert agreed method].

**Equalities Issues**

Supervision will be based on anti-discriminatory principles and sensitive to differences between our backgrounds and experiences. We will deal with these differences by

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**Disagreements**

Areas of disagreement between us will be recorded on the supervision record. In the first instance we will seek to resolve differences within supervision. However, if they cannot be resolved either of us may refer these to the supervisor’s line manager.

**Recording**

All personal supervision sessions will be recorded on the **Supervision Record** by the supervisor and passed to the supervisee within 10 working days. The form will be signed by both parties once agreed as a true record and uploaded onto MyView. Signatures can be electronic. Where children and families are discussed PID numbers will be used and where colleagues / professionals are discussed initials will be used instead of names.

Case decisions made during supervision will be recorded on a Case Supervision form in the case supervision section of Liquid Logic. This will be populated by the manager conduction the supervision whiles discussing the case.

**Confidentiality**

Supervision is a private but not a confidential process. This means that the records are the property of the organisation, not the individual. From time to time supervisors will need to discuss the content of supervision sessions with others, for example, their own line managers. This should always be with the knowledge of the supervisee.

There are, constraints on confidentiality in that supervision records may be accessed by interim managers or senior management for example for audit, inspection, grievances and disciplinary purposes.

**Involvement of others**

If anyone other than the line manager is going to take responsibility for some part of the supervision process for example additional supervision, coaching or mentoring, this should be clearly recorded below and the process specified for regular review and communication.

**Review of the supervision agreement**

This supervision agreement should be regarded as a “living” document that may be changed according to our changing needs. As a minimum we will review it annually, or when there is a change of supervisor.

**Read, Agreed and Signed:**

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_