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**Appendix 2: Group Case Supervision agreement**

This agreement should be signed by the Supervisor and Supervisee. The aim of the agreement is to:

* Clarify expectations and responsibilities
* Support a good working relationship
* Enable any disagreements to be managed.
* Agree duration and frequency of supervision sessions
* Agree venue and resources required(consider privacy and aim to ensure no interruptions, access to case files and recording
* Agree jointly the content/agenda of supervision

**For Group Case Supervision** as set out in the GCS guidance

* Do my best to help achieve the purpose of GCS
* Act according to the principles of GCS
* Follow the model of GCS

As a participant in Supervision, I will:

* Prepare by completing and preparing any documents that are needed for discussion
* Attend on time, and not be distracted
* Follow up on actions that are agreed in or outside of supervision
* Complete a record of supervision to be placed on supervisee’s file and give copy to supervisee
* Ensure casework decisions are placed on child’s electronic file. (Where discussions and management decisions occur outside of formal supervision these will be recorded as a case note with reason for decision).

We have agreed that supervision will take place:

(INSERT session details - frequency and duration)

If either party cannot attend supervision they will let the other know as soon as possible.

If I have any concerns or questions about Supervision I will raise them with my supervisor in the first instance.

The agreement should be reviewed at least every year.

**Date for review**……………………………………………………………..

**Supervisor Supervisee**

Name: Name:

Role: Role:

Date: Date

Document last reviewed: November 2023

Reviewed by: Kasey Senior – Service Manager, Practice Standards

Next review date: June 2024