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Supervision Agreement

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| **Name of supervisor** |
| **Name of staff member** |
| **Date of this agreement** |

This agreement sets out the arrangements, shared values and purpose that will support the development of an effective strength based supervisory relationship. While some elements of the agreement are related to Surrey’s Supervision Procedures and are therefore non-negotiable, the majority of the document should be negotiated and agreed between the supervisor and

Supervisee.

Supervision sessions should not normally be cancelled, but be rescheduled as soon as possible, but no later than 2 weeks from the date of cancellation. If the supervisor is absent from work for more than 2 weeks, the supervisor’s manager must ensure that effective arrangements are in place for the supervision

Cancellations will be recorded on the Supervision Monitoring Form.

A new agreement should always be completed if there is a change of supervisor.

**(Please see supervision policy for guidance)**

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| 1. **Practical Arrangements** | |
| Supervision  Frequency and duration? |  |
| 1. **What support is available?** | |
| Availability of manager for management oversight outside of formal supervision and how this will be recorded |  |
| **Agreed ‘permissions’** Supervision in Surrey is a process based on a strength based relationship of trust and respect. In supervision it should be agreed that the worker will be able to raise any issues that relate to their practice, (personal, professional or developmental) without fear of blame or repercussions unless this has an impact on the safety of themselves or others so that it can be a place of reflection, learning and practice improvement | |
| How will any issues of concern that have arisen during supervision in relation to the supervisees practice be addressed? |  |
| How will the supervisee raise any issues regarding the supervision process? |  |
| 1. **Content of Supervision**   The content and focus of supervision will be in line with the departmental supervision procedures. The purpose of supervision is to support/ develop high quality practice ensuring pace, purpose and proportionality in the work for each child. Provide support to the worker ensuring their health and well-being needs are understood and responded to. To ensure the worker is working within the policies, processes and requirements of the organisation and statutory requirements. Oversight and review of professional development.  The agenda will be agreed jointly between supervisee and supervisor. | |
| 1. **Making supervision work well** | |
| What does the supervisee bring to supervision (e.g. previous work experience, previous experience of being supervised, and preferred learning style) |  |
| What are the supervisor’s expectations of the supervisee and vice versa? |  |
| Are there any factors relevant to the development of the supervisory relationship? Race, gender, sexual orientations, impairment other? |  |
| What methods will be used to resolve any difficulties in working together? |  |
| *NB: If difficulties arise between the supervisor and supervisee that cannot be resolved, the line manager will be asked to mediate. It is expected that this will be in exceptional circumstances only* | |
| 1. **Recording** | |
| Formal supervision sessions will be recorded on the supervision record and placed in the supervisee’s file. Responsibility for completing the record lies with the Supervisor  Any decisions taken in a formal supervision session relating to a child will be recorded on a Case Supervision form and saved to the child’s record under Forms. Responsibility for this lies with the supervisor.  Any decisions outside of formal supervision relating to a child will be recorded and placed in their file under Management Oversight in line with procedures. | |
| The purposes for which the supervision record may be used are:   * Audit of supervision practice by senior managers * Evidence in grievance/disciplinary procedures * Inspections and case reviews (Ofsted may review personal and case supervision records) * Evidence within legal proceedings | |
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| 1. **Any other relevant issues for this agreement?** | |
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| 1. **Date this agreement will be reviewed is:** | |
| Signature of  supervisee: Date: | |
| Signature of  supervisor: Date: | |

Document last reviewed: November 2023

Reviewed by: Kasey Senior – Service Manager, Practice Standards

Next review date: December 2025