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Effective Supervision Audit Form

This tool will be used by first line managers and senior managers to evidence the quality and impact of supervision for staff in Children’s Services. A Supervision file audit should be undertaken at least twice a year for each manager using a dip sample of their supervision files. Evidence for the audit may be obtained from the Supervision File, Observations of supervision, Case Supervision Records and feedback from the worker.

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| **Name of Manager/Supervisor** |  |
| **Name of Worker** |  |
| **Name of Auditor** |  |
| **Date of Audit** |  |

Notes from observation of Supervision

**Strengths:**

**Area for development:**

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| --- | --- |
| **Does the Supervision Folder contain:** | |
| Supervision Agreement | Yes/No  Comments: |
| Supervision Monitoring Form | Yes/No  Comments: |
| Review of supervision arrangements | Yes/No |
| Record of Learning and Development activity | Yes/No |
| Performance Conversations | Yes/No |

| **Criteria** | **Evidence** |
| --- | --- |
| Supervision has been provided at the required frequency | Yes/No  Comments: |
| Actions from last supervision have been reviewed and followed through | Yes/No  Comments: |
| Workload is being monitored and managed appropriately | Yes/No  Comments: |
| Supervision is reflective, challenging and focused on ensuring good outcomes for children through meaningful intervention | Yes/No  Comments: |
| Drift has been identified and addressed robustly | Yes/No  Comments: |
| Risk of CSE and missing children has been identified and safety planning reviewed in supervision | Yes/No  Comments: |
| Casework discussions have taken place that ensured plans were devised, implemented, reviewed and recorded | Yes/No  Comments: |
| Outcomes and risks have been identified | Yes/No  Comments: |
| There has been discussion about the level and quality of work with the child to ensure their voice is heard and their lived experience understood | Yes/No  Comments: |
| Equality and diversity issues have been addressed within case discussions | Yes/No  Comments: |
| The worker has been given feedback on performance and practice issues, including strengths and also areas for development and identifying how these would be addressed (e.g. Feedback from file audits, practice observations) | Yes/No  Comments: |
| Learning needs and opportunities have been identified and provided for the supervisee | Yes/No  Comments: |
| The workers well-being has been discussed during supervision (e.g. job satisfaction, morale, attendance issues, diversity, Health and Safety) | Yes/No  Comments: |
| Supervision has enabled the interface between the worker, team and the organisation to be dealt with effectively | Yes/No  Comments: |
| Performance conversations are held within timescales and reflect what the worker needs to do to achieve positive outcomes for children | Yes/No  Comments: |

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| **Overall comments on observed supervision, feedback from supervisee and the audit of the file** | |
| **Identified strengths:** |  |
| **Areas for development:** |  |
| **Actions:** |  |

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| --- | --- |
| Signature of Supervisor |  |
| Signature of Supervisee |  |
| Signature of Auditor |  |
| Date of next session |  |

Document last reviewed: November 2023

Reviewed by: Kasey Senior – Service Manager, Practice Standards

Next review date: December 2025