**Appendix B – Supervision Standards**

**General**

1. Supervision takes place between a member of staff (supervisee) and their line-manager (or designated person). It is a one-to-one event.
2. Group reflective supervision should also be used in addition to supervision to complement it, but it must not replace one-to-one supervision.
3. All managers should formally supervise all staff for which they are responsible or nominate someone suitable to perform this task on their behalf.
4. A Supervision Agreement should be drawn up jointly at the beginning of every supervisory relationship and must be adhered to by both parties.
5. All staff will receive regular supervision which will be underpinned by The Children and Young People Strategy, The Children and Young People Plan, Service Plans and Service Specifications.
6. Supervision must not be; rushed, interrupted, one-sided, focused on the supervisor’s needs, negative or demoralizing or unsupportive.
7. Frequency of supervision should be specified in the Supervision Agreement and follow the following pattern: Strategic Managers, Service Managers, Team Managers, Practice Managers and Social workers, Family Support Workers, Early Help Practitioners & Personal Advisors– every month. Newly qualified staff should receive weekly supervision for the first 6 weeks and then fortnightly supervision for the remaining first 12 months.
8. Supervision can be more frequent if either the supervisor or the supervisee feels this is necessary.
9. Supervision should be treated as a priority and should be planned for by both the supervisor and the supervisee.

**Supervisors Responsibilities**

1. To be familiar with this Policy and to undertake supervision training in order to provide the supervisee with management, development, mediation and support.
2. To make supervision a priority and to be accessible to the supervisee to ensure that their cases are discussed, reflected upon, analysed and plans and action are agreed.
3. To ensure the supervisee understands their role and responsibilities and to support them in the exercise of that role.
4. To ensure appropriate induction and training is planned, supported and monitored according to the supervisee’s needs.
5. To quality assure the supervisee’s work and to assess performance and give constructive feedback.
6. To address continuing poor performance issues and implement capability procedures if necessary.
7. To use performance management data to benchmark division/team performance against local and national standards.
8. To be open and honest at all times and to be clear that supervision is part of the accountability framework for social work practice.
9. To accept constructive criticism positively.
10. To monitor absence from work and explore any issues arising.
11. To respond appropriately to personal problems that may affect the supervisee’s wellbeing and work performance.
12. To respond appropriately to any issues regarding equalities considerations and opportunities for the supervisee or service users.

**Supervisees Responsibilities**

1. To make supervision a priority and to prepare appropriately for it this will include case reflection.
2. To ensure that requested actions are completed to the standard and timescale requested.
3. To demonstrate professionalism by showing commitment to the development of knowledge and expertise.
4. To use performance management data positively to monitor their own performance against Directorate and national standards.
5. To inform the supervisor of any issues arising within their team/area and seek guidance when necessary.
6. To accept constructive criticism positively and take the necessary action to improve performance.
7. To give the supervisor constructive feedback on their supervisory role.
8. To raise any issues around equality of opportunity experienced or observed.

**Senior Managers Responsibilities**

1. To be familiar with the supervision policy and guidelines
2. To monitor and evaluate the standard of the supervisory process
3. To ensure that supervisors and supervisees are fulfilling their responsibilities and that the desired outcomes are being achieved.