



Supervision Agreement

This Supervision Agreement is made between:

Name of Supervisee:	Job Title:
Name of Supervisor:	Job Title:
Date of Agreement:	

The purpose of this Supervision Agreement is to serve as a resource for our work together.

Aims of Supervision

Supervisee: To have a safe relationship to reflect on challenging issues, positive outcomes and to feel supported in practice.

Supervisor: To provide a safe and supportive supervisory environment that promotes engagement, effective, safe practice, and professional development.

Regularity of Supervision

- We will meet at least times a year – once every weeks for a session. This will only change in the event of annual leave, sickness or emergency situations.
- Formal supervision sessions will be for 1.5 to 2 hours each.
- If there is a need to meet outside of our regular times for work related issues this will be respected, explored and accounted for as informal supervision.
- We will book the dates for supervision, any probationary period, and appraisal in advance, confirming the next appointment at the end of each session and arranging to meet at a mutually convenient place and time.
- If the arrangement needs to be changed the onus is on the person who needs to make the change to notify the other, giving as much notice as possible.

Interruptions

Interruptions will be kept as a minimum. These will occur in emergency situations only.

As your supervisor I will arrange a private and confidential space for us to meet, ensuring that you have my undivided attention for your supervision.

Recording of Sessions

We agree to abide by the guidelines as laid down in the Supervision Policy document with regard to confidentiality and standards for note and record keeping.

The supervisor will take main responsibility for recording supervision discussions. A copy will be given to the supervisee to sign. The supervisee will take responsibility for photocopying to ensure she/he has a copy of the signed supervision notes/minutes for their record.

All case discussions from supervision will be recorded directly onto the child/family file.

Content of Supervision

- **Case-work** - decision-making and reflection
- **Caseload** - workload management
- **Career** – professional development
- **Care** - Line management and organisational accountability

At the end of each session we will agree any action points necessary; we will review the effectiveness of our sessions every 12 months.

Statement of Service

The Supervisor will endeavour to provide the following:

- Consistency
- Regular support
- Availability
- Professional experience
- Sensitivity

Statement of Responsibility

- The supervisor will maintain line management responsibility.
- The supervisee will follow plans as agreed during supervision sessions and work to meet timescales set.
- Both supervisor and supervisee will maintain a commitment to equal opportunities in relation to both service-users and staff.
- It is the responsibility of both the supervisor and supervisee to recognise, respect and value people's differences via promoting equality of opportunity.

Confidentiality

Minutes will be kept by both supervisor and supervisee. Paper supervision records will be kept by the supervisor in a supervision folder and stored in a locked cabinet.

Plan for providing feedback to one another and handling stumbling blocks and/or disagreements:

We will strive for openness between us, and any difficulties that may arise within the supervision relationship should be discussed between us in the first instance. If this is simply not possible – for whatever reason – the person who is dissatisfied with the relationship must follow the guidelines as laid down in the policy document.

Our plans for handling disagreements/stumbling blocks are:

- Discuss with each other during supervision.
- Arrange a meeting outside of supervision to discuss with each other.

We have read, understood and agree with the content of the Supervision Policy and this Supervision Agreement.

Supervisee Signature:

Date:

Supervisor Signature:

Date:

Record of Continuing Professional Development (CPD)

Date CPD activity completed	CPD Activity	Brief description of CPD learning

Individual Improvement Action Plan

The following Action Plan must be completed if any of the professional capability targets are unmet within the probationary period or appraisal. This can also be used as a formal record and plan to address performance/skill or competency gaps in practice.

In order to achieve the professional capability performance targets and competencies; the following actions and activities are required as set out below:				
What is required?		Links to performance target and competency: (list the target no/ref. no from the job description)	When will you do this?	Date completed
Area of need: Performance, skill and/or competency gap identified above	Development activity or action required to achieve this target/competency			

Practice Observation

Evaluation Criteria for rating

1. Not Met at all
2. Partially Met
3. Minimum Standards met
4. Met to a good standard
5. Met to exceptional standard

Evaluation Criteria	Rating (1 to 5)	Evidence and comments
1. To what extent did the practitioner plan and prepare for the session?		
2. To what extent did the practitioner present themselves professionally in dress, attitude and maintain professional boundaries (including good time-keeping)?		
3. To what extent did the practitioner support the team?		
4. How well did the practitioner use their interpersonal skills to interact with service-user sensitively and constructively? (<i>l.e. showing empathy, respect for dignity and appropriate use of authority</i>).		
5. To what extent did the practitioner show 'respectful disbelief' (cautious scepticism) by asking relevant questions, probing and clarifying information that was unclear or contradictory?		

6. How effectively was new information addressed by the practitioner?		
7. How effectively did the practitioner manage any dissatisfaction/disagreement/conflict?		
8. To what extent did the practitioner seek the views of the: a. child(ren) b. parents/carers c. significant others present		
9. To what degree did the practitioner ensure that safeguarding expectations were met?		
10. Was the environment safe?		
11. To what extent were issues of risk of significant harm and/or unmet needs made explicit and/or addressed?		
12. How well did the practitioner encourage the young person to find their own solutions?		
13. How well were issues of equalities and diversity recognised and appropriately addressed?		
<ul style="list-style-type: none"> ▪ To what extent did the practitioner work in coproduction? 		
14. How well did the practitioner manage the session covering all the areas she/he had planned to?		

