

APPENDIX 1 - Staff Supervision Agreement

Supervisor:

Supervisee:

The supervision arrangements we have agreed are as follows:

How often we will meet
Where we will meet
How long each session will last
Who will make a record of what was discussed
What we will do to try to make sure we don't get interrupted
Who will make a record of what was discussed/agreed
Where the supervision records will be kept
How we will/will not use the supervision records
Who else may see the supervision records

In supervision we will:

- Begin by agreeing what we need to talk about
- Spend a few minutes finding out if you are okay and how you are feeling
- Check that the notes of the last meeting were accurate
- Make sure that, as far as possible, we have done the things we agreed to do

last time

- Review your work through discussion, reports and observation, including

Safeguarding children and adults which will include:

- time for reflection on your experience and feelings about work and relationships
- discussion and feedback on the work you have been doing
- agreement on future actions
- talk about your skills, knowledge and experience and development needs
- provide an opportunity for you to feedback on your experience/expectations of supervision
- confirm the date of the next meeting

There will only be interruptions if...

Signed

Supervisee:

Supervisor:

APPENDIX 2 - Staff Supervision Record Form

The Staff Supervision Record is designed to ensure that key areas are considered in supervision so that supervisor and supervisee are protected in the working relationship. Not every section needs to be covered during every session. However, it is recommended that each session begins with an open slot (welcome) and ends with a summary discussion and evaluation of the session (ending), including identifying the date of the next meeting.

Welcome and date of meeting:

How staff member is generally, what's been happening or pre-occupying the staff member – an easing into supervision. Review of last supervision session.

Main responsibilities:

This relates to day-to-day work and priorities and should provide opportunities to discuss successes and challenges. This area will take up a substantial portion of each session as it provides an opportunity to discuss specific work with children and families and practice development.

Relationships:

with staff members, children and families and other work contacts

Overall context of service:

discussion of service development, planning, progress, budget and any assistance required.

Appraisal objectives:

discussion of progress and supported required, including training.

Meetings:

this relates to preparation and review of all varieties of meetings held.

Health, welfare and safety:

this includes general health and safety issues, as well as welfare issues which could include issues around stress, race, disability, sexuality, gender, religion and age. Attendance and time-keeping can be discussed here.

Personal Development:

includes discussion of activities that will help/have helped the supervisee to develop themselves into their role and service. This may include working with other colleagues and experts, training or other activities

Ending:

this is about establishing how a staff member feels at the end of supervision and an ongoing opportunity for the staff member to constructively feedback any issues raised. Staff members are encouraged to make reasonable and realistic suggestions about how their supervisor could support them better

