Supervision Template

# Record of personal supervision discussion between Supervisor and Supervisee

* This form is a record of the supervision with social care staff to record discussions and actions that take place during that session.
* Both parties should sign the form and each keep a copy stored securely for future reference.
* At the start of a new supervisory relationship, a collaborative agreement is discussed and recorded in professional supervision. This can be revisited at any time in the supervisory relationship. It is recommended that professional supervision occurs once per calendar month.

**Staff member:**

**Supervisor:**

**Date:**

**Start time:**

**End time:**

|  |  |
| --- | --- |
| **Agenda**Provide the opportunity for supervisee to contribute |  |
| **Health and wellbeing****Example prompts below:**Physical and mental healthSleepFeelingsStressWork life balanceSelf-care**(Number of tools available to support these discussions – see tools section in guidance)** |  |
| **Annual leave / sickness**It is a good idea to follow on from above to discuss and address how annual leave is being taken and any issues around sick leave. It is also an opportunity to acknowledge and capture wellness  |  |
| **Workload/allocations**“Are there any allocations that are keeping you up at night, or wake you from sleep?”Any experiences you feel you would benefit from – different types of families? |  |
| **Reflective practice discussions**Select as appropriate to review through a reflective lens e.g. Poverty / Anti-racist practice / Strengths based practiceMight select a social grace – Race, Disability, Gender, SexualityValues & Ethics**(Number of tools available to support these discussions – see tools section in guidance)** |  |
| **Team and organisational discussions**An opportunity to take feedback on any positive team initiatives or concerns.Listen to the impact of any organisational discussions to take back up to senior management |  |
| **Professional development discussions**Learning and development that supervisee has accessed – key learningFuture interests and areas of development / mandatory training required to fulfil duties of role Career progression discussions - strengths / satisfactions and areas of growth / barriers/social worker to ESW. |  |
| **Feedback from supervisor (Positive and Constructive)**You might agree different themes, for example to give feedback on recording, assessments, legal literacy, strengths based practice, best practice, team player, Safeguarding meeting, anti-racist practice |  |
| Feedback from supervisee“Is there anything that you might want me to do different that would support you to live well at work?” |  |
| **Any other business** |  |
| **Actions agreed** |  |

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| **Date of next Supervision:** |  |
| **Venue or Virtual:** |  |
| **Time:** |  |
| **Signed:****(Staff Member)** |  |
| **Signed:****(Line Manager)** |  |