

BOLTON CHILDREN AND FAMILIES

SUPERVISION CONTRACT

Name of Supervisee:

Name of Supervisor/Manager:

KEY TASKS OF SUPERVISEE:

This may include individual cases, administrative or practical duties, depending on the nature of the service. It should also include any additional responsibilities undertaken e.g. auditing of practice, mentoring, multi-agency practice.

Workload	Professional Development

MANDATE FOR SUPERVISION:

Bolton Council expects all staff to be supervised as a minimum on a monthly basis. However, for certain staff, such as those in their probationary period; newly qualified social workers in their Assessed & Supported Year of Employment or in situations where there is little responsibility assigned to the post this will be more or less frequent. The principal functions of the supervisory process are:

- a) To ensure that the supervisee carries out their job responsibilities to CEC standards and those of their professional code of conduct. (See Corporate and Directorate policies, procedures and practice.)
- b) To ensure that the supervisee understands their roles and responsibilities (supervisee job description should be available as a basis of discussions).
- c) To assist with the professional development of the supervisee.
- d) To be a primary source of support for the supervisee recognising the considerable demands of the job.
- e) Provide both regular constructive feedback to the supervisee, and to link with the Performance Development Plan and Review process.

FORMAT OF SUPERVISION:

- The supervision meeting will take place in privacy and there will only be interruptions if
- The frequency of supervision will be
- The supervision meeting will last for a minimum of:

- Method of recording the session will be by and the person responsible for recording the session will be The record will be shared within 10 working days and will be signed by both parties once agreed as a true record.
- Supervision records will be held by both parties and stored

Others who may see the record

The supervision meeting will consist of the following:

- 1. Performance Management discussions** to include:
 - Activities undertaken
 - Case Consultation and discussion (where applicable)
 - Case file audit discussion (where applicable)
- 2. Professional Development discussions of your skills, knowledge base and value base** to include:
 - Induction requirements (as appropriate)
 - Training requirements (and formal completion of Performance Development Plans and Reviews)
 - Longer term development plans and setting of professional goals.
 - For Registered Social Workers: Review of training progress against the post-registration CPD requirements set out by the Health & Care Professions Council (HCPC) and the College of Social Work's Professional Capabilities Framework (PCF).
 - For NQSW's in the Assessed and Supported Year of Employment, on-going assessment and appraisal using the ASYE level of the Professional Capabilities Framework.

3. Welfare/Support Issues

- Factors affecting performance
- Personal issues (as appropriate)
- Stress-related issues
- Absence(s) from work
- Health and Safety
- Opportunity for you to give feedback on your experience of and expectation of supervision
- Equal Opportunities – to discuss any issues of oppression that the supervisee wishes to raise, from personal experience to institutional and structural matters
- Annual Leave
- Flexi/Time of in Lieu

Auditing of Practice (if applicable):

Cases which the worker is currently, or has previously been involved with may be selected for audit via the monthly Children & Families Service audit process. Workers may also have been involved in cases subject of Serious Case Review or other learning and improvement process.

In preparation the supervisor will discuss the process with the supervisee prior to audit. The supervisor will also discuss the process with the supervisee following audit to identify any learning and the impact that this has had upon the worker.

Expectations of Supervision:

Good quality reflective supervision requires preparation by both the supervisor and the supervisee.

Following discussion, these are the ways we have agreed to work together in order to get the most out of supervision:

- a) What I want from you as my supervisor
- b) What I will contribute as a supervisee
- c) What I want from you as the supervisee
- d) What I will contribute as the supervisor
- e) As the supervisor I am responsible for
- f) As the supervisee I am responsible for

ANY OTHER ISSUES

Disagreements

- If the Manager and supervisee cannot agree on any aspect of work performance or service delivery, either party may refer the issue to the relevant Senior Manager for resolution. The disagreement and its resolution will be recorded on the Supervision Record.
- In the case of Managers the resolution process will be as follows: the Head of Service in the case of dispute between Team managers, the assistant director

in the case of dispute between the Head of Service and a Team Manager. The disagreement and its resolution will be recorded on the Supervision Record.

- If a supervisee is concerned about any aspect of the manager's supervision practice and they are not able to resolve the issue in discussion with the manager, they may speak with the relevant Senior Manager who will address the issue raised.

Dates of Supervision Meetings (next 12 months):

Month	Date

Parties to the Contract:

_____ **Supervisee** **Date:**
_____ **Supervisor** **Date:**

Date of Review:

Note: The contract must be reviewed on an annual basis. It must also be reviewed when there is a change of supervisor.