

**Appendix 2**

**Supervision Agreement Pro Forma**

**C&F Division**

This document should be read in conjunction with the division’s supervision policy. It is designed to help the supervisor and supervisee construct a contract in which expectations are clear. Where a member of staff has different operational and professional supervisors, both should meet with the supervisee to agree the contract.

**Frequency, Length and Location**

|  |  |  |  |
| --- | --- | --- | --- |
| Between: |  | and |  |
| Frequency: |  |
| Location: |  |
| Duration of session: |  |

|  |
| --- |
| Functions *Accountability*Accountability is a three way process: the supervisee to the service users of C&F; the supervisee to the supervisor; both supervisee and supervisor to the DHSC. This Function covers: objectives; tasks; priorities; workloads; reflection and analysis of cases/tasks; case/task decisions and recording*Professional Development*The professional development function of supervision acknowledges the importance of continuous professional development. This can take many forms – from formal academic qualifications to accredited courses to attendance at conferences and workshops through to reading and being up to date on evidence informed practice and the latest research.*Support and Challenge*Working with children and families who are vulnerable, in need of care and protection and/or Looked After can be a stressful experience. The role of both social workers and managers can feel isolating. When this happens, the quality of the work of individuals can suffer as can the outcomes achieved by children and families. Support is crucial, therefore, to the supervision process. Challenge is important to ensure that the highest of standards are maintained*Reflexive Space*Supervision gives the opportunity to provide reflexive space in which:* Acknowledgement and help can be given to process the strong emotional and moral responses that can be generated by the social work task and that by processing feelings, a richer layer of observations can be revealed
* Feelings can be explored, patterns and connections arising from the experience can be unveiled
* Skills are promoted to recognise common elements in different practice situations by reference to the extensive memory bank of cases and experiences which the worker has built up over time, is crucial
 |

**Agenda and structure**

We will both prepare for supervision by identifying cases/issues to be addressed. We will notify each other of any major issues to be addressed in advance (in writing if applicable). An agenda will be drawn up where possible before the supervision session.

We will prioritise the agenda items at the beginning of the session in order to make the most effective use of time.

**Additional requirements for Performance Development Review (PDR) and Professional Development**

Where the supervisee has a **Personal Support Plan** (Contained within PDR or otherwise) detailing the learning needs and support requirements, this will be addressed in supervision along with any requirements emerging from e.g. assessed and supported year in employment, HCPC continuous professional development.

The **Performance Development Review** (PDR) is a separate function from supervision. The PDR may take place following a supervision session but will be distinct.

The supervisor will support the above processes in supervision by e.g.:

* Considering how the supervisee is applying his/her knowledge and skills
* Reviewing progress against the development plan and identifying opportunities
* Providing feedback around the skills and performance of the supervisee (thus making a transparent and ongoing input into Gateway Reviews where applicable).

**Record Keeping**

All supervision sessions will be recorded on the agreed pro-forma (see appendix 1) by (the supervisor) and passed to the supervisee within 5 working days.

**Confidentiality**

The recording of personal information will be treated sensitively and the record will contain only that information deemed necessary for effective supervision. There are however constraints on confidentiality in that supervision records may be accessed by senior management for e.g. audit and inspection, grievances and disciplinary purposes without the consent of the parties involved.

**Disagreements**

Areas of disagreement between us will be recorded on the supervision records. In the first instance we will seek to resolve differences within supervision. However, if they cannot be resolved either of us may refer these to the supervisor’s line manager.

**Review of Supervision**

Supervision session process, content, length, frequency, format and style should be reviewed by the supervisor and the supervisee on a six monthly basis.

**Absence of Supervision**

The Supervision Policy requires that supervision be provided at stipulated minimal intervals. We will only postpone supervision in exceptional circumstances. In all cases supervision should be rearranged within 2 weeks.

Should supervision not take place e.g. long-term sickness, failure to adhere to the supervision timetable, we will refer this to (the supervisor’s line manager).

**Specific Expectations**

Our expectations of each other are as follows:

*(Insert here)*

If anyone other than the line manager is going to take responsibility for some part of the supervision process (mentoring, action learning etc.) then this should be clearly recorded below and the process specified for regular review and communication.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sign/Name: | Supervisor: |  | Date: |  |
|  | Supervisee: |  | Date: |  |