

STANDARD	KEY AREA
1.1.	I can evidence regular auditing of case records to ensure that practice standards are met routinely.
1.2.	I always follow up corrective action requirements arising from audits.
1.3.	My signatures / electronic equivalents and scrutiny of social worker activity shows that this has met agreed practice standards.
1.4.	I can evidence that appropriate steps are being taken to address poor or unacceptable performance of social workers to bring about improvements.
1.5.	I can evidence that regular quality supervision is taking place with all staff.
1.6.	My management advice and decisions are well evidenced and professionally sound.
1.7.	My recording of supervision demonstrates reflective practice.
1.8.	Supervision contracts are in place for all workers.
1.9.	Annual appraisals take place and play an active part in the recognition and development of staff skills and are linked to service priorities.
1.10.	I have a proactive approach to developing staff professional skills.
1.11.	I acknowledge and give credit to good practice and promote this within and outside the staff group.
1.12.	I keep up to date with key policy and guidance changes and research findings and makes sure that this is shared with staff, with an expectation that they do the same.
1.13.	I ensure that the work demands are matched to the skills and abilities of staff members, and staff capacities and capabilities are defined and managed fairly.

1.14.	I ensure that good communication takes place within the staff group, and all staff are informed of important matters affecting their work.
1.15.	I facilitate regular team briefings / meetings and they are properly set up, chaired and recorded. Staff briefings have formal agendas and are fully minuted.
1.16.	I cultivate a staff group atmosphere that is mutually supportive and respectful, and an office atmosphere that is calm and purposeful, and one in which staff are focused to work. I promote a positive work life balance and consider the emotional well-being of workers.
1.17.	I set an example as to how to conduct oneself as a professional and set expectations of good practice that must be adhered to, and create an atmosphere of professionalism.