**Supervision Audit Outcome**

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| **Name of auditor:** |  | | | |
| **Name of supervisee:** |  | | | |
| **Name of supervisor:** |  | | | |
|  | | | | |
| **Professional matters** | | Yes/No | | |
| **Has wellbeing been discussed**? Does it discuss general health, safety and well-being, and work/life balance (ie – asking more than “how are you?”) | |  | | |
| *Detail any issue/good practice:* | | | | |
| **Has stress/time management been discussed**? This should include coping mechanisms, sources of stress and plans to redress, including support from occupational health or the employee assistance programme if necessary. | |  | | |
| *Detail any issue/good practice:* | | | | |
| **Leave** - Has Annual Leave/sickness/Special or Discretionary Leave been discussed and recorded? If worker has been off sick, has return to work been completed and any triggers responded to? | |  | | |
| *Detail any issue/good practice:* | |  | | |
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| **Workload/capacity** | | Yes/No | | |
| **Was caseload discussed?** This is in terms of volume allocation, agreement and monitoring of pieces of work and tasks, including determining targets and deadlines and helping prioritisation and ongoing management of workload. Is the case load for this person capped and if so, why? | |  | | |
| *Detail any issue/good practice:* | | | | |
| **Performance** - Was the workers individual performance discussed and reviewed to ensure that objectives are being met? | |  | | |
| *Detail any issue/good practice:* | | | | |
| **Learning and development** | | Yes/No | | |
| **Induction** - If a recently recruited employee, is there evidence of discussion of induction programme? Does the induction training keep being revisited until all completed? | |  | | |
| *Detail any issue/good practice:* | | | | |
| **Training –** Is training regularly discussed and is there evidence that essential training has been undertaken and discussed? | |  | | |
| *Detail any issue/good practice:* | | | | |
| **Personal Development Records** - Was the workers learning and development discussed, including discussions of appraisal and objectives? Have aspirations been discussed? | |  | | |
| *Detail any issue/good practice:* | | | | |
| Have any outstanding compliments/complaints been discussed? | |  | | |
| *Detail any issue/good practice:* | | | | |
| **Supervision Practice** | | Yes/No | | |
| Are the frequency and length of the supervision meetings in line with the Supervision Contract and Children and Families Services Supervision Policy? | |  | | |
| *Detail any issue/good practice:* | | | | |
| Is there evidence of follow up of agreed actions from one supervision meeting to the next or from one manager to another? | |  | | |
| *Detail any issue/good practice:* | | | | |
| Has both the Supervisor and Supervisee signed the supervision notes as a true record? | | |  | |
| *Detail any issue/good practice:* | | | | |
| Is there a Supervision Contact? Has this been signed and agreed within the past 12 months? | | | |  |
| *Detail any issue/good practice:* | | | | |

**Action Plan**

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| Detail discussion with Supervisor and outcome of discussion: |
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Actions identified are to be recorded and reviewed at each supervision.

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| **Action to be completed** | **By whom** | **When by** | **Date completed** |
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Signed (auditor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_\_\_

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| **Place copy of this audit and plan in the Supervisor’s supervision folder** |