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| **Adult Care**  **Supervision Agreement** | |
| This Agreement is to use in conjunction with the Supervision Policy and Procedure held in Adult Care's manual.  Agreement between(supervisor) and(supervisee). | |
| **Structure**  The frequency of our supervision meetings will be  The length of the meeting will be  The venue will be  If either of us has to cancel our contingency plan will be  We will review this agreement on  (6 or 12 month review). | |
| **Process**  We will agree that a record of supervision will be stored as follows  It will be the responsibility of  to record any actions/ conversations, from both formal supervision and ad-hoc discussions on a customer's Mosaic record if this is appropriate, and recording will be reviewed through supervision for oversight of agreed action/decisions.  We will consider requesting help from a third party in the following circumstances | |
| **Shared Responsibilities**  What are the expectations of both the supervisor and supervisee (e.g. punctual, respectful, to bring an agenda)  Are there any considerations that either party would like to raise i.e. preferred supervision agenda/style  Are there any factors to acknowledge as relevant to the development of the supervisory relationship (e.g. any impairment, gender, race, cultural, sexual orientation) | |
| **Signatures** | **Date** |
| Supervisor: |  |
| Supervisee: |  |