# Appendix 1 – SEFTON COUNCIL CHILDREN’S SERVICES SUPERVISION AGREEMENT

**Name Supervisee:**

**Name 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, additional support in respect of inexperience or capability.*

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| **Workload** | **Professional Development** |
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**MANDATE FOR SUPERVISION:**

Sefton Council expects all employees to be supervised. 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 less responsibility assigned to the post this will be more or less frequent. Monthly supervision is required for Social Workers. The principal functions of the supervisory process are:

1. To ensure that the supervisee carries out their job responsibilities to standards set out in professional code of conduct and policies.
2. To ensure that the supervisee understands their roles and responsibilities (supervisee job description should be available as a basis of discussions).
3. To assist with the professional development of the supervisee.
4. To be a primary source of support for the supervisee recognising the considerable demands of the role.
5. Provide both regular constructive feedback to the supervisee, and to link with the individuals 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 supervisor. The record will be shared within 5 working days and will be signed by both parties once agreed as an accurate record.
	+ Welfare supervision records will be held and stored safely on Sharepoint.
	+ Any particular focus for the next session will be noted

**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)
1. **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 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.
1. **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
* Annual Leave
* Flexi/Time of in Lieu/agile working
* Equal Opportunities – to discuss any issues of oppression that the supervisee wishes to raise, from personal experience to institutional and structural matter

**Auditing of Practice (if applicable):**

Cases which the employee is currently or has previously been involved with may be selected for audit via Children Services Quality Assurance and Impact Framework, or multi-agency file audit process. They may also have been involved in cases subject of Child Safeguarding Practice Reviews (formerly Serious Case Reviews) or other learning and improvement processes.

The supervisor and supervisee will be alerted of planned audit activity in advance. Following audit, the supervisor and supervisee should consider the actions and outcomes to identify any learning; also, the impact 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 to get the most out of supervision:

1. What I want from you as my supervisor ………………………………….
2. What I will contribute as a supervisee ………………………………….
3. What I want from you as the supervisee ……………………………….
4. What I will contribute as the supervisor ………………………………..
5. As the supervisor I am responsible for …………………………………
6. 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 welfare supervision record; not on the LCS file. There is a separate process in place to deal with escalation related to any practice concerns.
	+ In the case of Managers, the resolution process will be as follows: the Assistant Director in the case of dispute between a Service Manager and Team Manager and the Director in the case of dispute between the Assistant Director and a Service Manager. The disagreement and its resolution will be recorded on the welfare 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)**:

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| **Month** | **Date** |
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| **Parties to the Contract:** |  |
|  | **Supervisee** | **Date:** |
| **Date of Review:** | **Supervisor** | **Date:** |

*Note: The agreement must be reviewed on an annual basis. It must also be reviewed when there is a change of supe*