# Appendix 2 - Direct Observation of Practice guidance and record form

At least annually supervisors should complete a direct observation of the supervisee’s practice. Such observations play a vital part in monitoring the quality of work undertaken with children/young people and their parents/carers and form the basis for a reflective discussion between the supervisor and supervisee.

As of 01.12.21, Social Work England registration requires qualified Social Workers to submit 2 pieces of continuing professional development (CPD) in order to renew social work registration; one piece of CPD must be a reflection with a peer.

For some supervisees undertaking assessed developmental programmes or qualifications, e.g., the Assessed and Supported Year in Employment (ASYE), ILM (Institute of Leadership and Management) assessment and vocational qualifications, direct observation of practice will be a familiar activity. As part of these programmes of study direct observation templates are available and should be used. For all other supervisees, the Direct Observation of Practice Record should be used.

**Content of Direct Observation**

**Date / Time / Venue of the Observation:** You should agree these with the supervisee and any others who may be involved in the observation session e.g., child/young person and their parents/carers, other agency representatives and ensure that their explicit consent has been obtained prior to the observation taking place.

**Nature of the Observation:** You should identify what will be observed, who will be present and what the supervisor will be looking for the supervisee to demonstrate in their practice. This should be linked to areas for development identified in supervision, during the PDR process or following previous observations.

**Record of the Observation:** This section is for noting what has been observed. The supervisor should complete this section. However, it may also be helpful for the supervisee to have a copy of the partially completed form before the observation, so that immediately following the session they can note down their own views about the session. This will then enable the supervisor and supervisee to share their perceptions during the feedback session that should follow the direct observation of practice.

**Conclusions / Recommendations:** This section should be completed during the feedback session between the supervisor and supervisee. Agreement should be reached about what action if any is needed following the direct observation session. A note should also be made about who will do what and by when. The observation should record what went well, any areas for improvement or reflection.

**This record should then be copied for both parties to consider then held on the individual’s supervision file on SharePoint. Any action that requires review should also be referred to during supervision until the task has been completed.**

**Direct Observation of Practice Record**

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| **Date of Observation:** |
| **Venue:** |
| **Nature of Observation:** |
| **Record of Observation:** - *to be completed by supervisor* |
| **Conclusions / Recommendation:** - *Critical reflection of practice and professional development to be completed by Supervisor and Supervisee during feedback session* |
| **Any Actions Required**:  - *state who will do what and by when*  *NB Add to Supervision Agenda for follow up / monitoring until completed.* |