

Supervision Checklist

Step 1 Identify Needs Early		YES	NO
Valid	Is there a clear reason for undertaking the team around the child/family assessment (i.e. concerns about the child's or young person's progress without additional services)?		
Inclusive	Has a discussion with child/young person and/or parent/carer about the practitioner's concerns taken place?		
Efficient	Has the practitioner checked to see whether a team around the child/family assessment already exists?		
Transparent	Has the practitioner explained to the child/young person and/or parent/carer the purpose of the assessment process, why and how their information will be recorded, what it will be used for and who else will see it?		
Voluntary	Has agreement/consent been gained from the child/young person and/or parent/carer to undertake the assessment?		
Equal opportunity	Where appropriate, have any special arrangements been organised for the assessment (e.g. interpreter, access etc)?		
Step 2 Assess those needs		YES	NO
Complete	Has the practitioner completed all mandatory fields?		
Valid	Have both the strengths and needs of the child/young person and family been explored holistically?		
Accurate	Has an accurate representation of the discussion been provided, highlighting what is fact and what is judgement or opinion (including whose judgement/opinion)?		
Solution focused	Does the assessment focus on what the child/young person and their parents/carers want to achieve?		
Clear	Is the assessment clear, concise and understandable?		
Inclusive	Has the practitioner represented the views and opinions of the child/young person and/or parent/carer?		
	Has the child/young person and/or parent/carer had their comments included on the form?		

	Does the form clearly state who the information will be shared with and is there a signed consent statement?		
Equal opportunity	Are you content that the assessment is not biased and gives positive expression to the opinions and experiences of the family without prejudice or discrimination?		
Professional	Is the assessment non judgemental and does it follow your organisational codes of practice for recording/writing public documents?		
Step 3 Deliver integrated services		YES	NO
Complete	Are the mandatory fields on the delivery plan complete and accurate, and have actions from the team around the child/family assessment action plan been brought forward		
Voluntary	Where a multi-agency/disciplinary response is required, has consent been gained from the child/young person and/or parent/carer to share information?		
Inclusive	Where a multi-agency/disciplinary response is required, has a Team around the Family (TaF) been organised?		
	Where a multi-agency/disciplinary response is required, has a lead professional been agreed and recorded?		
	Were the child/young person and/or their parent/carer part of the TAC, have their views been sought, recorded, and used to inform next steps in delivery?		
Efficient	Has value for money (in terms of time and resource) been taken into account in developing a support package?		
Comprehensive	Have all significant options and impacts been considered?		
Inclusive	Were the child/young person, their parent/carer (and other people affected by the plan) involved in decisions taken, and encouraged to take on actions themselves where appropriate?		
Solution focused	Do all the short term decisions taken support long-term goals?		
Logical	Does each step lead to the next within a broad strategic framework of Specific, Measurable, Achievable, Realistic and Time bound (SMART) objectives and solution-focused outcomes?		
Informative	Were the decisions taken understood by all the people involved?		
Transparent	Does everybody involved understand how the process works?		
Step 4: Review Progress		YES	NO

Timely	Are reviews taking place at appropriate intervals based on the child/young person's needs (every 3 months as a minimum)?		
Complete	Are the mandatory fields on the review form complete and accurate?		
	Have existing actions been reviewed and closed or updated, and where appropriate have new actions been agreed and recorded?		
Holistic	Has the child/young person's progress been discussed and recorded against the original aims?		
Inclusive	Were the child/young person and/or parent carer present at the review and were their views sought and utilised in planning the next steps and their comments recorded?		
	Have any newly identified needs and strengths been recorded and used to inform the next steps in delivery?		
Progressive	Is progress being made between reviews?		
	Have outcomes (as opposed to outputs) been met?		
	Have any difficulties in engaging/commissioning a service or in services not delivering on agreed actions been recorded and escalated?		