

Supervision Record Template

Supervisee:

Supervisor:

Date:

- **Personal wellbeing:** To include general checking in, health, personal issues impacting upon work
- **Workload management:** To include views about the workload of the worker and whether this is manageable. Record any strategies in managing workload
- **Staffing:** To be used for staff who supervise others.
- **Performance management and sickness issues:**
- **General feedback:**
- **Development and training:**
- **Annual leave/TOIL**
- **Equality/diversity issues:**
- **Team/organisation issues:**
- **Health and Safety/Risk Assessments:**
- **Quality Assurance/Audit Outcome:**
 - Strengths
 - Learning
 - Actions
- **Case supervision:** To include a review of any regular payments being made to families
 - Actions from previous supervision
 - Significant events
 - Review of the child's Plan (i.e. progress/CAF/Step down arrangements)
 - Reflective comments (any learning from audits/feedback)
 - Actions to be taken, by whom and specify timescales
- **Any other business/comment:**
- **Time and date of next supervision:**