



SUPERVISION TEMPLATE

Record of personal supervision discussion between Supervisor and Supervisee

- This form is a record of the supervision with social care staff to record discussions and actions that take place during that session.
- Both parties should sign the form and each keep a copy stored securely for future reference.
- If this is the start of a new supervisory relationship, a supervision agreement will need to be read and signed by both parties. Your organisation may have a agreement template available, but it is highly recommended that this is edited and co-produced, to ensure it is person centred and relevant to the individual.

Staff member:

Supervisor:

Date:

Start time:

End time:

<p>Agenda</p> <p>Provide the opportunity for supervisee to contribute</p> <p>Both supervisor and supervisee come with their agenda items</p>	
<p>Health and wellbeing</p> <p>Example prompts below:</p> <ul style="list-style-type: none">• Physical and mental health• Sleep• Feelings• Stress• Work life balance• Self-care <p>The discussions should include any impact and barriers around protected factors -i.e., race / disability discrimination</p> <p>Support identified / action plan</p>	

<p>Annual leave / sickness</p> <p>It is a good idea to follow on from above to discuss and address how annual leave is being taken and any issues around sick leave. It is also an opportunity to acknowledge and capture wellness.</p> <p>Is any absence related to any protected characteristics and also are there any holidays we need to be aware of which explicitly link to race/culture/religion?</p>	
<p>Current allocations discussion</p> <p>May not discuss every single allocation in every supervision session.</p> <p>Discuss high risk / complex / court work / safeguarding both from the point of view of supervisee but also supervisor</p> <p>Do you need to bring anyone else in on the discussion (Joint supervision discussions with Children & Families or other services)?</p> <p>Any that require decisions and direction and support</p> <p>Are there any allocations that are keeping you up at night, or wake you from sleep?"</p> <p>Note any allocations that the person has had long term. What is the impact of this, is there a plan to avoid any negative impact on supervisee</p> <p>Address and highlight any emotional impact of the work</p> <p>May discuss an allocation where there has been a positive outcome or learning moments</p> <p>If staff is a supervisor then an update on the staff / student they supervise</p>	
<p>Reflective practice discussions (linked to above)</p> <p>Select as appropriate to review through a reflective lens e.g. Poverty / Anti-racist practice / Strengths based practice</p> <p>Might select a social grace – Race, Disability, Gender, Sexuality</p> <p>Values & Ethics</p>	
<p>Personal / Team and organisational discussions</p> <p>This is an opportunity for supervisor to check in if socio-political context is having any impact on supervisee. As an example – The murder of George Floyd</p> <p>An opportunity to take feedback on any positive team initiatives or concerns.</p> <p>Listen to the impact of any organisational discussions to take back up to senior management</p> <p>Supervisor to share any key organisational priorities</p>	

<p>Professional development discussions</p> <p>Learning and development that supervisee has accessed – key learning</p> <p>Future interests and areas of development / mandatory training required to fulfil duties of role</p> <p>Career progression discussions - strengths / satisfactions and areas of growth / barriers</p> <p>Think what opportunities the supervisee can be connected to in order to facilitate their aspiration for progression. What spaces can they be invited to / shadow / what is in your immediate gift as their line manager.</p>	
<p>Feedback from supervisor (Positive and Constructive)</p> <p>You might agree different themes, for example to give feedback on recording, assessments, legal literacy, strengths based practice, best practice, team player, Safeguarding meeting, anti-racist practice</p> <p>Could relate to PCF's, KSS, Social Work England standards (SWEPS) or other relevant standards</p> <p>Useful to agree feedback model (E.g., Corbs)</p> <p>Supervisee should have a clear understanding from you on how you experience their performance, so that there are no surprises if there are performance related concerns</p> <p>Record rewards and recognition discussions and positive feedback from you and others</p> <p>Feedback from people with lived experience and that the social worker is working with</p>	
<p>Feedback from supervisee</p> <p>Ensuring feedback is reciprocal</p> <p>Could agree a model for feedback</p> <p>Could ask for feedback on:</p> <ul style="list-style-type: none"> • Supervision • Relationship • Support • Strengths • Anything you could be doing better or differently" <p>Is there anything that you might want me to do different that would support you to live well at work?"</p>	

Any other business	
Actions agreed	

Date of next Supervision:

Venue or Virtual:

Time:

Signed: (Staff Member)

Signed: (Line Manager)