



Worker Supervision Agreement

Guidance

Worker Supervision Agreement

The Supervision Agreement is between:

Worker:

Supervisor:

Core Elements of Supervision

Supervision is a two-way process, whereby the supervisor ensures the worker is accountable and is able to carry out their duties as effectively as possible, follow policy, procedure and good practice standards, and staff are enabled to obtain the necessary support and guidance to carry out their duties effectively.

- Practice and supervision will follow the Equality and Diversity policy of the Organisation.
- Supervision will provide a regular forum for regular and constructive feedback to each other.
- Both supervisor and the worker will take responsibility for ensuring that sessions are given priority.
- Both supervisor and the worker will take responsibility for the content of each session.

Confidentiality

- Case discussion during supervision will be recorded as such on the workers case file and will be the property of (insert your Organisation)
- Discussion of performance may remain confidential but could be disclosed as part of any formal procedure.
- Personal issues discussed will be treated as confidential unless such disclosures affect safe practice or acceptable performance.

Core content of sessions

- Summary of critical issues
- Case discussions
- Safeguarding concerns
- Timeliness and Timescales
- Training and development
- Annual leave
- Performance, attendance and sickness
- AOB
- Time, date and place of next meeting

The Supervisor will

- At all times have a concern for the worker's welfare and will provide support, guidance and accountability.
- Ensure the supervisee is clear about his/her roles and responsibilities.
- Progress notes and other documentation relating to the worker's work.
- Ensure that decisions and actions agreed in supervision are carried out within timescales.
- Provide informal and formal evaluative and constructive feedback.
- Maintain a responsibility to assist in the professional development of the worker.
- Commit to being open and honest in discussion of the professional relationship, the work undertaken and of any factors, including the identification of any attitudes and beliefs that could impact on these.
- Be required to manage sickness, leave and other absences.
- Record each session which will be signed by both parties and a copy will be given to the worker.

The Worker will

- Commit to being open and honest in discussion of cases and other work undertaken, the professional relationship, and of any factors, including the identification of any attitudes and beliefs, that could impact on these.
- Notify the supervisor on the same working day of any new safeguarding and/or high-risk situation or issue.
- Ensure that decisions and actions agreed in supervision are carried out in a timely way.
- Take responsibility for their own continual learning and professional development
- Inform the supervisor of any relevant information that will impact on their work (e.g., a disability, relationship with relevant other person).
- Comply with the supervisor’s recommendations and directions.
- Request any leave or other absence.

Review and Evaluation

A review will take place annually. The quality of the supervision will be considered. This will also include a mid-year review of appraisal targets for staff.

Structure:

This section requires completion for each individual agreement.

1. Frequency of meetings
2. Duration of meetings
3. Agreed Meeting Venue
4. How to rearrange cancelled or postponed sessions
5. How to deal with interruptions
6. Arrangements for adding items to standard agenda 24 hrs before supervision
7. Who will provide supervision in case of the prolonged absence of supervisor
8. Arrangements for recording decisions following case discussions held outside of supervision
9. How feedback will be given regarding the supervision relationship

We have read, understood and agree with the Supervision Policy and this supervision agreement.

Worker Name & Signature:

Supervisor Name & Signature:

Date of Agreement:

Supervision Template

Date:		
Name of Worker:		
Name of Supervisor:		
Actions decided at my last supervision: Are any still outstanding?		
What has been my biggest achievement from my last supervision:		
What challenges have I faced since my last supervision & how have I overcome them:		
What learning & development has there been since my last supervision? How have I put this learning into practice? Include information about any future learning opportunities.		
What do I want to achieve before my next supervision?		
	What is working well/needed	Is there anything else you are worried about?
Ongoing safeguarding concerns		
Any new concerns?		
Timescales set for ongoing 121 work		
Annual leave		
Performance, attendance, sickness issues		
Any other discussions and agreed actions:		
Time, date and place of next meeting:		

Workers Signature:

Date:

Supervisors Signature:

Date: