

**APPENDIX 5**

**SOCIAL SERVICES &  
WELL-BEING DIRECTORATE  
STAFF SUPERVISION AGREEMENT**

Name of Supervisee:	
Name of Supervisor:	

The purpose of this agreement is to set out the agreed arrangements for supervision so that the requirements and expectations are clear for all concerned.

**Practical Arrangements**

Supervision will be held every ..... as a minimum and last approximately one to two hours. Sessions will be planned in advance at a mutually convenient time. Supervision will be held in private and be free from interruptions.

To ensure supervision is effective both parties agree to:

- \* Participate fully and in a professional manner, being open, honest and respectful towards each other and sensitive to issues of diversity and difference.
- \* Prioritise supervision sessions and keep to agreed arrangements. Sessions will only be cancelled in exceptional circumstances and will be immediately rescheduled, taking place within five working days, if possible.
- \* Prepare for supervision sessions by contributing to the joint agenda (see template) and reviewing the record from the previous session in advance.

As a supervisor, I agree to:

- \* Make sure supervision meetings take place in a quiet, private space and there are no interruptions.
- \* Provide constructive feedback and honest and meaningful advice and support.
- \* Create a safe environment for my supervisee to bring any uncertainties, issues or dilemmas they may have.

- \* Support and encourage my supervisee to reflect on their day-to-day practice, values and attitudes.
- \* Work with my supervisee to identify the outcomes that matter to them, focus on their strengths and skills and support them with areas for development.

As a supervisee, I agree to:

- \* Prepare for the supervision session by reflecting on how the learning and development activities I've carried out have changed my practice.
- \* Use the session to discuss my workload and cases, critically reflecting on what has worked well and what hasn't.
- \* Identify any situations that are beyond my ability or I'm unsure about.
- \* Follow up any agreed actions, including completing any training or learning and development activities.

#### Record Keeping, Confidentiality and Information Sharing

- \* The supervisor is responsible for recording the sessions unless it is agreed otherwise between supervisor and supervisee and is in line with Directorate expectations.
- \* Information shared about cases, decisions in respect of individual cases, agreed actions, the rationale, timescales and who is responsible for carrying them out will be shared according to Bridgend County Borough Council Information Sharing Protocol. Details will be stored on WCCIS within the child/individual/carers record.
- \* Supervision is a private but not confidential process, though details of any personal issues contained within the record will only be potentially available within the line management structure (and can be redacted in respect of audit or inspection activity).
- \* Supervision agreements, records and evaluation forms may all be read by the supervisor's line manager and other appropriate stakeholders as required e.g. audit/quality assurance/inspection staff. They may also be used as evidence to evaluate supervisees' progress at appraisal or in the event of capability or grievance procedures.

#### Absence

Supervision will be re-arranged for planned absences. In the case of unexpected absence, the Line Manager will make alternative arrangements for supervision.

## Resolving Difference

If there are differences in viewpoint which cannot be resolved through discussion, the supervisor will discuss with their line manager who will enable a solution to be found.

This agreement will be reviewed annually or upon a change in supervisor.

I agree to and will carry out the supervision arrangements as described above to make supervision as effective as possible. We have read and understood the BCBC Social Services and Wellbeing Supervision Policy and Guidance.

Signature of Supervisor	Date:
Signature of Supervisee:	Date:
Review date:	