

## Staff Supervision Agreement

<b>Supervisee Name</b>		<b>Role</b>	
<b>Supervisor Name</b>		<b>Role</b>	

### Organisational Elements of Supervision

How often will a planned supervision meeting take place?	
Approximately how long will each supervision meeting last for?	
How will each staff member involved in the supervision try to minimise disruptions?	

### Record Keeping

Who will record the discussion held during the supervision meeting?	
How and when will a copy of the supervision meeting record be shared with the Practitioner/Supervisor?	
Where will the record of the supervision meeting be stored?	
Who else may need to access a copy of the supervision record? And how will this be communicated?	

### Supervision Agenda

<ul style="list-style-type: none"><li>• Wellbeing check-in.</li><li>• Review of previous actions set.</li><li>• Discussion around roles and responsibilities.</li><li>• Discussion around professional practice.</li><li>• Discussion around professional development.</li><li>• Declaration.</li><li>• Confirm details of the next meeting.</li></ul>
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### What should a Supervisee expect from their supervision meeting?

<ul style="list-style-type: none"><li>• An opportunity to discuss their wellbeing and seek further support and signposting as needed.</li><li>• An open and reflective space for the supervisee to celebrate their practice, talk through areas of development and express concerns.</li><li>• All records to be stored securely and confidentially, in line with the settings policies and procedures.</li></ul>
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- Supervision meetings to be prioritised in diaries, as reasonably possible.
- Supervision meetings to occur regularly; the frequency of supervisions may also increase when appropriate.
- Confirmation of details of the next meeting to be shared at the end of the supervision meeting.

#### **What should a Supervisor expect from a supervision meeting?**

- For preparation for the meeting to have taken place by the Supervisee, considering what was discussed at the last supervision meeting and what they may want to discuss during the supervision meeting.
- A reflective discussion, in which the Supervisee is able to celebrate their practice, talk through areas of development and express concerns.
- A proactive approach to actions set, with the Supervisee being ready to undertake any training and development activities discussed.
- Supervision meetings to be prioritised in diaries, as reasonably possible.
- Supervision meetings to occur regularly; the frequency of supervisions may also increase when appropriate.
- Confirmation of details of the next meeting to be shared at the end of the supervision meeting.

<b>Supervisee Signature</b>			
<b>Supervisor Signature</b>			
<b>Date of Agreement</b>		<b>Date for Review of Agreement</b>	