

Examples of supervision agreements

From *Providing Effective Supervision* (CWDC)

Appendix C. Supervision agreement example



Walsall Council

Walsall Metropolitan Borough Council Supervision agreement proforma

Between: _____ and _____
Frequency: _____
Location: _____
Duration of session: _____

All information between supervisor and supervisee will be treated with respect and in a professional manner. Supervision can be individual or as part of a group.

Agenda and structure

Formal supervision sessions should be structured with preparation work having been carried out by both the supervisor and the supervisee and, where possible, an agenda set before the supervision session. Any major issues requiring detailed discussion should be put in writing and distributed a few days before the supervision session. Both parties should prioritise the agenda items at the beginning of the session in order to make the most effective use of time. Formal supervision sessions should ordinarily last for about & probably no more than, one to one and a half hours.

Content

Supervision will cover:

- performance management and administrative functions
- learning and development and teaching functions
- supportive functions.

Anti-oppressive

Supervision should be based on anti-oppressive principles and should be sensitive to race, gender, disability, impairment, age, religion and sexuality.

Record keeping

All supervision sessions should be recorded including areas covered, discussion points, agreed action plans, timescales and who the action is to undertaken by. Copies of the record should be available to both supervisor and the supervisee and can be accessed by the supervisor's manager or any other person with a reason to access the supervision record as deemed necessary by the authority's code of conduct.

Cancellations

In the event that a scheduled supervision session has to be cancelled by either party, it will be re-scheduled at the point of cancellation proving to be unavoidable. The session should be re-scheduled to take place within 5 working days of the date of the original booked session. If the cause of the cancellation is the sickness absence of either party then another supervision session will be booked within 5 working days of the person's return to work. In the event that the supervisor is absent from work for more than two weeks unplanned leave, it is the responsibility of the supervisee to report to the supervisor's line manager for alternative supervision arrangements to be made.

Disagreements

Areas of disagreement between supervisor and supervisees will be recorded on the supervision records. Areas of disagreement that cannot be resolved may be referred to the line manager.

Review of supervision

Supervision session – process, content, length, frequency, format and style should reviewed by the supervisor and the supervisee at least annually.

Agreement

We agree that supervision will be given and received in accordance with the Walsall Metropolitan Borough Council Social Care & Supported Housing Supervision Policy where in more details regarding supervision can be located.

**Devon Primary Care Trust
Supervision Contract**

This contract will complement the Trust Policy and Guidelines on Professional Supervision

Supervisee: (Name)
Supervisor: (Name)
Date:

1. (Supervisee) and (Supervisor) agree to meet (frequency) for (duration) for supervisory activity as it is defined in Devon PCT's policy.
2. The meeting venue will be within a work environment and will hopefully ensure the supervisory activity is free from interruptions
3. (Supervisee) will prepare beforehand 1-4 issues for discussion, and will bring some clarity about his/her requirements of the supervisions outcome.
4. Sessions are confidential as agreed per policy and guidelines on supervision and unless (supervisor) is discussing in his/her own supervision, or there are any professional concerns. If either (supervisee) or (supervisor) have any concerns, these will be discussed fully in the session with the aim of agreeing action. If agreement cannot be reached the person with the remaining concerns will inform the other what action they intend to take.
5. Supervision sessions will be based on an adaptation of the Inskipp and Proctor Model as presented in the policy: Educative, Supportive and Professional Functions.
6. Summary records of the professional supervision sessions will be held by (supervisee) and/or (supervisor). These records may be accessed for the purpose of audit, to ensure the supervision process is taking place.
7. Supervision sessions may be cancelled if a situation requires the immediate response of the supervisee or supervisor, or because of illness. IF the supervision is cancelled, rescheduling will be a priority.
8. (Supervisee) is responsible and accountable for any decision s/he makes as a results of supervision.

Signed..... (Supervisee)

Signed..... (Supervisor)