**Guidance on writing a Staff Supervision Agreement**

**Notes**

* The headings in this guidance are suggestions that will help you when you are developing a staff supervision agreement.
* It is good practice to cross reference your staff supervision agreement with other related policies and procedures.
* The information in the boxes are an example of text which could be included, this needs to reflect the working practices of your childcare organisation.
* Please be aware that each setting is unique and your policy and procedures need to be specific to your organisation.

**Example Staff Supervision Agreement**

**[Name of childcare organisation]**

**Staff Supervision Agreement**

**Employee**: **Line manager:**

**Post**: **Post:**

**1. Period of agreement**

From: To:

**2. Introduction**

Explain what supervision is, i.e. an allocated time held regularly between staff and line manager. It is an opportunity to discuss, in confidence how the staff member is getting on with their work and what issues are arising for them. It will help to identify training needs, support required and develops skills and knowledge required to carry out their role. It is an opportunity for the line manager to raise any concerns with the staff about working practices. It is an opportunity for both parties to discuss any issues which impacts on the childcare organisation confidentially.

Supervision links to annual appraisals, objectives and the training planner agreed at the appraisal will be visited at each supervision session.

It is also an opportunity to ask a question in relation to safeguarding: continuing suitability of themselves and those in their household.

Links to other documentation: Appraisals, grievance and disciplinary procedure, staff handbook, Data protection and safeguarding (child protection) policy etc. .

**3. Arrangements for meetings**

Detail how often supervision meetings will take place, i.e. half termly. This will need to take into consideration individual need. Supervision frequency will be made in agreement with employee and employer. Dates, times of meetings, length of meetings, where meetings will be held, whose responsibility it is to book suitable room, i.e. line managers.

You may make meetings more regular if staff are new to the setting or there are concerns relating to working practices.

Meetings should be planned, private and focussed. Ensure that you will not be interrupted.

**4. Recording meetings**

The line manager must make an accurate and clear record of the supervision.

How will the employee receive a copy for example at the meeting, within 5 days? How will supervision meetings be recorded? i.e. a specific supervision form, notes etc. Where will the records be stored? Who will have access?

**5. Confidentiality**

The content of supervision meetings will be confidential to the two people concerned, except where either person needs to speak to the management, in which case the other person will be advised of this.

Agreement that certain information may need to be shared with others i.e. training needs or matters which affect other people and safeguarding information. Management may need to check supervision records for monitoring purposes.

**6. Equalities**

The setting abides by its equal opportunity policy and legislation (Equality Act 2010). The childcare organisation will follow its policies and procedures for addressing anti-discriminatory practice.

**7. Content of meetings**

Include regular agenda items for supervision;

Annual leave/flexi hours etc

Equality, diversity, health and safety issues

Actions from previous supervision meetings

Review of work since previous supervision meetings

Wellbeing – any concerns relating to health and capacity to carry out role

Current workload

What is going well and what is not going well

EYFS – planning, documentation (children’s records/observations) etc.

Concerns individual children

Staff development (link to training planner completed at annual appraisal)

Review of any training employee has completed since last supervision meeting – identify any mandatory training required.

Objectives from annual appraisal

Actions or priorities for half term ahead

If either party wishes to add something to the agenda, this will be discussed at the beginning of the meeting and included within the agenda.

Supervision should allow for a two way process of communication.

**8. Staff Appraisal**

Detail how often they are held i.e. annually.

Set a date

Explain that the appraisal will be conducted in accordance with the childcare organisations staffing policies, procedures and documentation. Try to achieve a balance between the needs of your organisation and the professional development needs of the employee.

**Signed:** ………………………….. **Signed:** ……………………………

**Date:** …………………………….. **Date**: ……………………………….

**Date of next meeting**

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