

## Supervision Agreement

This agreement is between the employee (supervisee) and the Registered Manager (supervisor) of Manuel Divine Care Ltd. It will outline the responsibilities of both parties in ensuring that supervision actually happens and is meaningful and productive.

This agreement is to be signed by both parties, retained by the manager/supervisor and reviewed at least once a year as a minimum.

<b>Employee Name:</b>	<b>Position:</b>

<b>Name of Manager/Supervisor</b>	<b>Date of agreement:</b>

### Practical arrangements for supervision

- ✓ Supervisions will be booked in advance, where employees will receive a minimum of 5 working days' notice.
- ✓ Supervisions will occur at least four times per year.
- ✓ It is the Supervisors responsibility to ensure that the supervision takes place in an appropriate setting which is private and free from interruptions and distractions. Unforeseen interruptions should be limited to emergencies only.
- ✓ On average supervision meetings will last for a maximum of 1-1.5 hours.

### Attendance

- ✓ Both parties will be punctual, limit interruptions and avoid cancelling sessions, except in exceptional circumstances. If cancellation does occur then another date must be set immediately for the earliest possible opportunity.
- ✓ Both parties will come prepared with items they wish to discuss and agree what they will cover at the start of each meeting.

### Expectations of the supervisee

- ✓ It is the Supervisees responsibility to ensure that they plan accordingly to enable them to play an active role within their supervision.
- ✓ Come to the meeting with feedback on agreed actions from the last session and a written agenda items for the session.

### Expectations of the supervisor

- ✓ Come to the meeting with feedback on agreed actions from the last session and a written agenda items for the session.
- ✓ It is the Supervisors role to ensure that all areas identified by both parties are acted upon via an appropriate action plan.
- ✓ It is the Supervisors responsibility to ensure that the supervision meeting is fully documented and actions by both parties clearly outlined with appropriate timescales.
- ✓ The supervision will be typed following the meeting and both parties must agree and sign the final report. Each should retain a copy.

## Confidentiality

- ✓ The Supervisor must ensure that they store their copy of the report in the Supervisees Personnel File in order to maintain confidentiality.
- ✓ The content of the supervision will remain confidential between the Supervisor and the Supervisee unless:
  - Issues come to light that have to be taken further, (the Supervisor will inform the Supervisee when this is the case).
  - The report need to be used as part of a legal process, (i.e. Disciplinary).
  - The Registered Manager or Director request to see the supervision report as part of their evaluation of the service or as part of an investigation.
  - The Supervisee decides to tell others of the meeting content.

I have read the organisation's Supervision & Appraisal Policy & Procedure and the above criteria and I agree to abide by its contents.

Employee Signature:	Date:

Manager Signature:	Date: