

Tool 40: Supervision agreement

Supervisors should ensure that there is a supervision agreement with all their supervisees. This should be done through discussion to enable a shared understanding and agreement of how best to work together. Agreements can:

- > Clarify expectations, roles and responsibilities
- > Support a good relationship
- > Promote anti-oppressive practice
- > Enable future disagreements to be managed. (Carpenter et al 2013)

The agreement should be regularly referred to and reviewed, ideally at least every year.

This tool sets out the main areas that need to be included in a supervision agreement.

You can use this to review agreements that you currently have in place or with your supervisees if you have not yet done an agreement.

Name of Supervisee:

Name of Supervisor:

Department:

Team:

Supervision will follow the aims and model set out in the supervision policy.

We are both committed to supervision that promotes the wellbeing of adults and carers, of ourselves and of the organisation.

We will prepare for supervision by:

- >
- >
- >

We will follow an agreed agenda including:

- >
- >
- >

We will follow up on actions before the next supervision by committing to:

We will meet at least *(add frequency)* for *(add duration)*.

We will meet in *(add venue)*.

If either of us needs to postpone supervision, we will do this in advance if possible and will rearrange supervision *(insert time)*.

Behaviours:

We will value each other's expertise and respect one another.

We will promote anti-oppressive practice and a safe working environment.

If we have difficulties or concerns, we will: *(e.g. discuss these together)*.

If we cannot resolve the difficulties, we will: *(e.g. seek advice from a more senior colleague)*.

Supervision will be confidential within the confines of the supervision policy
(Additional points)

Our preferences for how we will use supervision and the supervisory relationship are:
(add any areas e.g. communication, ground rules etc)

Signed:
Supervisee

Date:

Signed:
Supervisor

Date: