

## **APPENDIX 1: Supervision Contract**

This agreement should be read alongside the **Haringey Children and Young People's Service Supervision Policy** and the **Set of Expectations for staff in service delivery and budget management**.

The policy sets out the practice standards outlined below. This agreement should be signed by both parties, when each has read, discussed and understood the supervision policy. The supervisor and supervisee should have a copy of the policy and this agreement. This agreement should be reviewed and signed annually, linked to the appraisal process.

### **I. FORMAL INDIVIDUAL SUPERVISION STANDARDS:**

**Standard One: Frequency & conditions.** All staff, permanent or locum, will have planned, regular, protected individual time for formal supervision with their manager.

**Standard Two: Preparation.** Both parties will attend supervision prepared and agree an agenda.

**Standard Three: Content.** All four functions of supervision will be addressed; management, development, support and mediation

**Standard Four: Recording.** Supervision discussions will be recorded using the relevant formats and signed by both parties.

### **2. INFORMAL SUPERVISION & CONSULTATIONS**

The supervisee will bring to the supervisor's attention any matters s/he needs to discuss as a priority in between formal supervision. In the supervisor's absence, other senior practitioners or managers can be consulted for advice and/or guidance. Non-urgent matters should be part of the joint supervision agenda.

Supervisees can seek "no-cost" consultations from other professionals, e.g. seeking psychiatric advice on working with parents or having a reflective discussion with an IRO, Child Protection Chair or Practice Development Officer. Consultations do not constitute 'supervision' they are to provide advice. Accountability for work discussed outside the supervisory sessions should always remain with the line manager. Legal consultation/meeting must be discussed and agreed with the manager in advance.

### **Anti-Discriminatory Practice and Equal Opportunities**

The London Borough of Haringey are employers who are firmly committed to tackling practice that discriminates or disadvantages any group on the ground of their race, sex, disability, age, sexual orientation, religion or belief and positively encourages the implementation of equality and diversity standards throughout its workforce. The supervisee is therefore advised to be familiar with Equal Opportunity policies made available during induction and to demonstrate compliance throughout employment. The supervisor will comply with these policies.

### **Specific Provisions**

In our preliminary discussions, we have identified the following additional issues requiring acknowledgement (*e.g.; differences in gender, race, background; acknowledgement of power imbalance and agreements regarding resolving conflict*):

**How differences are acknowledged and dealt with.** We agree to:

- Acknowledge and value each other's perspective.
- Remain focussed on prioritising the child/ren in question.
- For any differences to be recorded.
- Listen to each other's point of view and aim to reach a consensus.
- Where consensus on casework decisions is not possible, the team manager will make final decision.
- Try to resolve the differences ourselves, if this is not possible we discuss this with the service manager or other agreed third party.

***I have read and understood the Haringey Children and Young People's Service Supervision Policy and will participate in supervision in accordance with the practice standards stated in the policy.***

Supervisor		Supervisee	
Name		Name	
Role		Role	
Date		Date	
Signature		Signature	