

Record of supervision session	
Supervisee	Supervisor
Date	

Agenda item	Summary of discussion	Decisions/actions	Responsible person	Timescale
Issues relating to staff development (e.g. feedback from training; progress in respect of personal development plan; other development opportunities)				

Agenda item	Summary of discussion	Decisions/actions	Responsible person	Timescale
<p>Issues relating to staff support (e.g sickness/annual leave; any current stressors or issues relating to staff wellbeing, including workload review; reasonable adjustments under DDA if required)</p>				
<p>Issues relating to professional practice and organisational requirements (e.g impact of any new policies/procedures/organisational expectations; consideration of what has worked well in relation to practice; any issues relating to quality of practice/performance)</p>				

Supervision Record - based on a record developed by Haringey Council

Agenda item	Summary of discussion	Decisions/actions	Responsible person	Timescale
Initials of service users discussed during this session (detail to be recorded on case record)				
Any other Issues				
Signed Supervisor	Date	A copy to be given to supervise and a copy retained and filed securely by the supervisor		
Signed Supervisee	Date			