

Staff supervision record

A practice conversation. Discuss the children by name, and record what was agreed.

If a safeguarding matter is raised in this session, act on it now — do not hold it until the next one. Record actions with owners and dates: the commonest finding on supervision records is the same issue appearing in three consecutive sessions with nothing in between.

STAFF MEMBER	ROLE	SUPERVISOR
DATE	LAST SESSION	SESSION NUMBER

THE CHILDREN THEY WORK WITH

By name. This is what an inspector reads supervision records for.

Child — how it is going — anything they are worried about

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Any child they find difficult to work with, and why

PRACTICE — WHAT WENT WELL

PRACTICE — WHAT WAS HARD, AND WHAT WOULD HAVE HELPED

SAFEGUARDING

Anything raised here is acted on now, not at the next session.

Anything raised?

Action taken immediately — what, and when

DSL informed — time

Separate safeguarding record raised? Reference

INCIDENTS SINCE THE LAST SESSION

Incidents they were involved in

How they felt about them

Debriefs attended

Anything they would do differently

Any physical intervention they were involved in, and whether they felt prepared

WELLBEING AND WORKLOAD

Staff in children's homes are assaulted, sworn at, and present when children hurt themselves.

How they are

Hours, rota and rest

Anything affecting them outside work that they want noted

Support offered or in place

Anything they want from the manager

TRAINING AND DEVELOPMENT

Training completed since the last session

Training due

Qualification progress

What they want to develop

Anything they are not yet signed off for

ACTIONS

Action — owner — by when

Action — owner — by when

Action — owner — by when

Carried forward from last session, still open

SIGN-OFF

Personal data about staff, and about children where named. Hold securely.

STAFF MEMBER SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE
ANYTHING EITHER PARTY WISHES TO NOTE SEPARATELY	NEXT SESSION