# Example – Supervision agreement/contract

Name of supervisee: ……………………………………………………………….

Name of supervisor: ………………………………………………………………..

As a supervisee, I agree to:

* prepare for the supervision session by:
  + working with my supervisor to agree the agenda
  + reviewing the notes of the previous meeting
  + reflecting on how the learning and development activities I’ve carried out have changed my practice
* make a note of the things I would like talk about
* attend and prioritise all planned supervision sessions
* approach supervision with a positive attitude
* use the session to discuss and reflect on my work
* critically reflect about what has worked well and what hasn’t
* identify any situations that are beyond my ability or I’m unsure about
* read and agree the supervision record
* act upon any actions, including completing any training or learning and development activities.

As a supervisor, I agree to:

* prepare for the supervision session by:
  + working with my supervisee to agree the agenda
  + reviewing the notes from the previous meeting
  + making sure supervision meetings take place in a quiet, private space and there are no interruptions
* provide constructive feedback
* provide honest and meaningful advice and support
* create a safe environment for my supervisee to bring any uncertainties, issues or dilemmas they may have
* support and encourage my supervisee to reflect on their day-to-day practice, values and attitude
* work with my supervisee to identify the outcomes that matter to them and focus of their strengths and skills.

**Structure of supervision sessions:**

|  |  |
| --- | --- |
| Supervision sessions will be held every: |  |
| The length of supervision sessions will be a minimum of: |  |
| The supervision meeting with be held at (location/venue): |  |
| If either of us cancel, we will make the following alternative plan: |  |

**Content:**

|  |  |
| --- | --- |
| We will set our agenda in the following way: |  |
| The usual content of our supervision session will be: |  |
| We will agree the following boundaries: |  |

**Process:**

|  |  |
| --- | --- |
| We agree that a record of the supervision will be recorded by: |  |
| We will consider requesting help from a third party in the following circumstances: |  |
| If either of us have significant concerns about the supervision session itself of issues that have been raised in supervision, we should follow the relevant organisational policies (for example, complaints or disciplinary policy). |  |

We have both read and agreed to proceed on the basis of the standards set out in our organisation’s supervision policy.

Signature of supervisee:

Date:

Signature of supervisor:

Date: