

Supervision: short guide for social workers

Policy			
All social workers must receive regular high quality supervision in order to monitor performance, provide support, oversee practice standards and review case progression. Further details can be found in the supervision policy: social-worker-supervision-policy.pdf			
Description of Supervision	Frequency	Purpose	How is this recorded
One to one personal supervision with line manager and social worker	<p>Social workers 1 year PQ - monthly</p> <p>Social workers under probation period - every 4-6 weeks</p> <p>NQSWs - every week for first 6 weeks, then every fortnight for the next 6 months (frequency can be reviewed and reduced according to progress)</p>	<ul style="list-style-type: none"> • Personal development • Emotional well-being • Administrative matters such as annual leave • Learning and development needs 	Line manager to complete Personal Supervision Record and keep in separate file personal-supervision-record-for-social-workers.docx
Case supervision with line manager and social worker	<p>Case types should be discussed at the following minimum frequencies:</p> <ul style="list-style-type: none"> • CP– monthly • CIN– every 2 months • LAC – every 2 months • 18+ care leavers – every 3 months <p>Complex cases may need to be discussed at a greater frequency.</p>	<ul style="list-style-type: none"> • Ensure management oversight and direction on cases • Provide reflective space for social workers to consider facets of the case • Offer support to social worker to manage the challenges the case may be presenting • Reflect on the GRRACCEESS 	The <i>Individual/Group Supervision Record</i> on MOSAIC must be used. The record must contain a clear list of actions with timescales for completion
Reflective Group supervision	At least monthly	Group discussion which includes identifying case dilemma and reflective conversation	Individual/Group Supervision Record on Mosaic. Agreed before the session who is responsible for recording.
Team manager supervision with service manager	At least monthly	Discussion on individual cases, staffing and resource issues, team performance and corporate initiatives	Management supervision record to be completed by service manager management-supervision-record.docx
Consultation with IROs and other specialist staff	As required by the circumstances of the case; social workers should discuss the matter with their line manager first and get agreement except in an emergency.	To seek advice and guidance from an IRO or other specialist worker outside the framework of supervision in response to a specific issue arising from case management	The IRO or worker should record what was discussed and agreed on the <i>Consultation with CPO/IRO</i> case note on MOSAIC
Evidence of management oversight	As required	To ensure clear audit trail of decision-making/case direction and evidence of management oversight	The following case note types should be used to record consultation and discussion outside of supervision: <ul style="list-style-type: none"> • <i>Consultation with Principal officer</i> • <i>Consultation with supervisor</i> • <i>Manager's decisions</i>