Supervision Record

Supervisee name:	Supervisor name:	Date of supervision meeting:

Agenda	
Actions from last Supervision ● Agree minutes ● Actions completed? ● Actions outstanding? ● Progress since last meeting	
Health and Wellbeing • Physical and mental health • Sleep • Feelings • Stress • Self-care Any adjustments or support required	**Discussion** **Support and Action Plan**
Key Children/Practice Discussion ● Update on key children ● Any concerns or emerging needs ● Next steps or strategies	**Discussion** **Support and Action Plan**
Workload, Role and Responsibilities ● How is the staff member feeling in their role? ● Any workload or work–life balance concerns? ● Team relationships and communication ● Any issues affecting performance ● Observations of practice ● Strengths observed ● Areas for development	**Discussion** **Support and Action Plan**

Reflective conversation ● Tell me something that has gone well ● Tell me something that hasn't gone so well	**Discussion** **Support and Action Plan**
Training, CPD and Professional development- Should this form part of Professional Growth? ● Training completed/required ● Identified needs, ● Career development discussions ● Opportunities for development, including shadowing	**Discussion** **Support and Action Plan**
Safeguarding and Child Welfare ● Do you have any safeguarding concerns for children? ● Have you got any concerns about staff members? ● Understanding of safeguarding procedures ● Any required follow-up or referrals	**Discussion** **Support and Action Plan**
Performance and Responsibilities ● Progress against previous actions or targets ● Any changes to the role or responsibilities	**Discussion** **Support and Action Plan**

Any Other Business/Discussion Points	**Discussion**	
	Support and Action Plan	
Agreed Actions/ ● What support is needed ● What actions will be taken?	**Action/Support**	**By Who and When**
Date and Time of next Supervision		

Supervisee signature:	**Date:**
Supervisor signature:	**Date:**