# Professional Supervision Agreement

This Supervision Agreement should be developed collaboratively between the supervisory partners – kaiārahi (supervisor) and kaitiaki (supervisee) – using the guide provided. This Supervision Agreement should be maintained as a living document.

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| Date: Next review date(s): Kaitiaki (Supervisee/s): Kaiārahi (Supervisor/s): Frequency/duration: Venue/location: Type: (individual/group): Other forms of supervision accessed (that is, peer/live/external): Other forms of learning and development support accessed (that is, mentoring/coaching): Contact, when kaiārahi is not available: Other mechanisms for maintaining case management requirements:  |

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| Oranga**Prompts*** Ko wai au – who am I as a kaitiaki (that is, gender, age, ethnicity, culture) and what does this mean for my supervision needs and for my practice? If there are gaps in my needs how will these be met?
* Kaimahi ora – how will supervision maintain and support my kaimahi ora (whole of personal wellbeing)?
* Learning and development – how will supervision meet my specific learning and developmental needs?
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| How we will work together as supervisory partners**Prompts*** What prior experiences do we bring into supervision?
* What do we hope to achieve through supervision?
* How will we know that supervision is meeting individual, joint, organisational, professional, and regulatory needs?
* When and how will the supervisory relationship be reviewed?
* How will we manage any taukumekume (tension) and ethical issues that arise?
* How will confidentiality and accountability be managed (both inside and outside of supervision)?
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| Kaupapa (purpose) of supervision**Prompts*** What is the context of mahi for the kaitiaki (that is, SCaF, YJ, Adoptions, Care)?
* How will supervision promote whānau ora (tamariki and children within the context of their whakapapa)?
* How will supervision promote my ability to be reflective and reflexive?
* How will supervision support mahi ora (work environments that are relational, inclusive, and restorative)?
* How will supervision facilitate ethical, accountable social work practice?
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| Whakatika (agenda setting)**Prompts*** How will we jointly set the agenda, and promote a kaitiaki-led approach?
* How will we ensure a balance that the four supervision functions (management, development, support, and mediation) are in focus?
* How will we ensure a balance that the three expressions of oranga (whānau ora, kaimahi ora, mahi ora) are in focus?
* How will we agree what needs to be followed up at the end of each session and identify responsibilities?
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| Process for recordingNote: Oranga Tamariki Supervision Policy states that formal sessions will be recorded on a supervision record sheet and kept on the personal kaitiaki supervision file. Casework discussions will be recorded in the client management system (CYRAS).**Prompts*** Who is responsible for completing these responsibilities?
* How will the supervisory partners ensure confidentiality of the personal supervision record of the kaitiaki?
* Where will the personal supervision record be stored?
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Signed that this is a mutually negotiated agreement:

Kaitiaki: Date:

Kaiārahi: Date: