

All recorded information is private but pertinent to the Data Protection Act 2018 is not held as confidential in order to protect and safeguard service users

Staff Member's Name:

Supervisor's Name:

Date:

Agenda	Comments
1. Review of previous Supervision Record if appropriate.	
2. Information Exchange pertinent to Service Users	
3. Staff Member's Work issues pertinent to staff rotas and comments on peer practice.	
4. Supervisor's Feedback (include Spot Check issues)	
5. Development and Learning Needs	
6. Discussion to Agree Actions	
7. Key Actions a) Supervisor b) Staff member	

Date of Next Supervision:

Staff Signature:

Supervisor's Signature: