

Information sheet about Supervision for Social Workers

The Supervision Service

As part of providing this service, I need to collect and record your personal contact details and that of your employing organisation, particularly if your employer is paying for your supervision. I keep some notes on the themes we discuss, and the clients we discuss. These client details do not include any surnames or identifying details, but act as a reminder to me, in case you choose to discuss the client on a following occasion. I also keep a record of any other important points discussed during the sessions, such as decisions made in the session or specific information or advice I have given.

Supervision goals

These are negotiated individually with each supervisee. and the goals agreed upon depend on the individual's professional development needs, their career stage and on the individual circumstances and reasons for seeking out supervision.

Supervision sessions commonly focus on some/all of the following:

- Current presenting issues or dilemmas for the supervisee - such as individual client issues, organisational issues and broader practice focused dilemmas, both clinical and systemic.
- Reflective practice
- The well-being and sustainability of the supervisee in their work
- Skill development
- Aligning social work theory with practice
- Connecting practice to social work theories and to the AASW principles, aligning with the AASW Practice Standards (2023) and Practice Standards Supplement (August 2023), the AASW Code of Ethics (March 2023) and the AASW Accredited Supervisor Capability Statement (August 2022).

Expected outcomes of supervision include:

- Safe and ethical work practice, which is grounded in social work values and connected to our professional identity
- Enhanced sustainability as a worker (minimising worker burnout and maintaining worker well-being)
- A jointly created supportive and confidential space, which enables safe and curious reflection, assists the supervisee to grow professionally and to enhance their skills and knowledge and professional capacity.

Structure:

Frequency of supervision is individually negotiated but is most commonly provided on a monthly basis. (The AASW recommends a minimum of 10 sessions per year.)

The supervision agenda:

The supervisee is responsible for setting the agenda for supervision. The details of supervision planning and preparation for sessions are negotiated individually and will be modified or renegotiated, as required.

Supervision records:

Both the supervisor and supervisee are responsible for maintaining their own individual records of supervision sessions. The supervision records created by the supervisor are confidential and for the supervisor's use only. Records are maintained in keeping with professional best practice standards and accountability. These records are stored securely and will be kept for a minimum of seven years.

Proof of supervision sessions

Proof of sessions is provided by the invoice, which is emailed following the session and which states the date of the session provided and the length of the session. Where necessary, an annual letter from the supervisor stating the dates/times of sessions, can be provided. Letters are provided by agreement and only in situations where the invoice is not easily available, for instance, when sessions have been paid for by an organisation not the individual. Preparation of additional information, such as any AASW recommended supervision documents, are the responsibility of the individual supervisee.

Confidentiality

Whether a supervisee is paying privately for supervision, or the employer is the purchaser, I do not routinely discuss details of the sessions with employers, or have regular conversations with them about the service provision. If employers wish to have some type of update or progress record of sessions they are paying for, this would be discussed with them and with the supervisee prior to sessions beginning so that a transparent and suitable arrangement can be agreed upon that maintains the confidential nature of the supervision contract. Where supervisees pay for their own sessions, I generally have no contact with their employers.

Release of Information

Release of information will normally require explicit, written consent signed by the supervisee. Verbal agreement may be accepted only when both supervisee and supervisor agree that the circumstances do not require the formality of a written agreement.

Information may be disclosed without consent when there exists a:

- clear danger to the supervisee or to others, or
- legal obligation to do so. Legal obligation includes such circumstances as a court subpoena, a valid search warrant or such other legalised requirements as may be in force at any given time.

Fees & Accounts

The fee for individual supervision sessions (either face-to-face or via Zoom, Skype or telephone) is agreed upon prior to the first session. Fees may increase periodically and notice will be given of any increase.

Individuals are invoiced following each session and organisations are invoiced at the end of each month. Invoices can be paid via bank transfer and terms are seven days. Receipts for individuals are sent via email. Receipts for organisations will be sent if requested.

Cancellation

Twenty-four hours notice of cancellation is required, otherwise, a fee will be charged.

Telephone Contact

I can be contacted on my phone or via email (details above). If I do not answer, please leave a message and I will return calls as soon as possible in business hours.