

Agreed Record of Supervision

These records are intended to provide a log of the dates of supervision, to indicate to a third party the main topics covered and to highlight any issues for referral or of concern, particularly in relation to safeguarding and fitness to practice. No supervisor should take action on the basis of information gained in supervision without recording it here as evidence that the supervisee knows the action is being taken. Detailed notes of the supervisory conversation should not be made here. Supervisors and supervisees may wish to keep their own more detailed notes for personal reference. This record is confidential to the supervisee; the supervisor; the minister-in-oversight (where different from the supervisor/an appointed external monitor). It may also be used in the following external processes: a safeguarding enquiry; the complaints and discipline process; a competence process. Records should be passed on to a new supervisor and the new minister in oversight when a new supervisory relationship begins in order to ensure that important and long-standing issues are followed up when a minister moves circuits or a supervisor changes.

Name of Supervisee	
Name of Supervisor	
Date of Meeting	
Duration of Meeting	
(please note here if this is a postponed date and for what reason, or if the time was curtailed and why).	
Type of meeting (face to face/skype...)	
Number/number of intended meetings this connexional year, e.g. 1/6	

1. Main topics discussed including notes of any follow up actions from previous supervisions

Please do not identify third persons here. A list of topics covered is useful to a minister in oversight/external monitor who might suggest a topic to be covered. Such a record will also be useful for reference for when the supervisor and supervisee are asked to report into the MDR process.

2. Any risks identified and any safeguarding actions to be taken

Questions concerning risk and safeguarding should be asked as a matter of course and a note recorded here even if this was not the main topic of the supervision

3. Any matters for referral to a third party or requiring action beyond the supervisory process including any relating to training needs, support needed, or fitness to practice. Please indicate who will take the action/make the referral and by when

Confirm date, time and place of the next meeting(s)		
Signed (supervisor)		Date
Signed (supervisee)		Date
Space for comment by the supervisee if needed (use additional sheets if necessary)		