

Professional Supervision Contract

This is a comprehensive supervision agreement between supervisor and supervisee, incorporating both organisational and negotiated elements. It is intended to be co-created, regularly reviewed, and adapted to meet evolving needs.

Section 1: Supervision Agreement

1. This supervision contract is a professional binding agreement between:

Role	Name	Contact Number	Email
Supervisor			
Supervisee			
Manager			

2. Purpose (Goals) of supervision

Examples:

- To monitor and promote the welfare of those using the services of the supervisee.
- To promote reflective practice and on-going professional development.
- To monitor and promote professional competence and ethical practice.
- To provide support for the supervisee in their role.
- To support professional registration requirements.

3. Frequency, duration, location

Frequency	
Duration	
Time / Day	(renegotiated if necessary)
Location	

Any changes must be formally notified to all parties by the person initiating the change. Requests for additional sessions must be authorised through the organisation and negotiated with the supervisor.

4. Supervision duration and review

❖ Supervision Duration

The supervision agreement may be set for a fixed period (e.g., 12 months) or based on a defined number of sessions (e.g., 10 sessions), depending on the needs and context of the supervisee and supervisor.

This supervision agreement is valid for:

- ☐ 12 months
- ☐ ___ sessions
- ☐ Other: _____

❖ Review

- ☐ Review will be conducted:
- ☐ After ___ months
- ☐ After ___ sessions
- ☐ On this date: _____

At the review, both parties will evaluate the supervision process, goals, and relationship. Based on this review, the supervision may be:

- **Confirmed** to continue as planned,
- **Adjusted** to better meet current needs, or
- **Concluded** if supervision goals have been met or circumstances have changed.

5. Postponement and non-attendance

All parties agree that supervision is a priority, and every effort should be made to attend scheduled appointments. If the appointment cannot be kept by either the supervisee, or supervisor each agrees to **notify the other in a timely manner and to reschedule another appointment** at the time of postponement. Non-attendance without notice by the supervisee will be reported to the organisation.

6. Matters which can be discussed at supervision

- Ethical or safety issues arising in practice
- Exploring practice
- Issues which the supervisee considers may affect their practice.
- Issues which have occurred and need to be processed.
- Planned activities or issues which may arise particularly where there is a difficult or unusual situation.
- Self-care
- Case work

Add more if needed:

7. Record Keeping

- ❖ All records of supervision are confidential between the supervisor and supervisee.
- ❖ Any records are stored by the supervisor and / or the supervisee.
- ❖ Supervision records are not placed on a supervisee's personal or Human Resources file.

Who will record? Choose one option

- ☐ The supervisee is responsible for completing and maintaining any written record of supervision sessions. The supervisor will sign this record if requested by the supervisee. Or:
- ☐ The supervisor will record brief notes from the session and forward them to the supervisee for checking and storing. Both supervisee and supervisor will retain copies of notes.

8. Supervision Reports (only applicable for registered social workers)

The supervisor agrees, in consultation with the supervisee, to provide any necessary reports or attestations required by the supervisee's employer (for purposes of annual planning and performance review), ANZASW (for purposes of eligibility for membership) and SWRB (for purposes of registration and maintenance of an annual practicing certificate).

If the supervisee is a member of a professional body, any supervision reporting requirements set by that body should be specified here.

9. Supervisee's responsibilities

- Identifying and monitoring learning goals.
- Demonstrating commitment to an honest and open supervision relationship.
- Preparing for the supervision sessions by reflecting on practice issues to be explored and discussed.
- Reflecting on areas of strength and limitations in relation to competency.
- Bringing ethical issues to supervision, including potential ethical breaches.
- Applying learning to practice.
- Requesting review of supervision if the relationship is not working.

10. Supervisor's responsibilities

- Facilitating a structured learning experience suited to the supervisee.
- Demonstrating commitment to an honest and open supervision relationship.
- Maintaining confidentiality of supervisee, service user and employing organisation information except where there is identified risk.
- Providing constructive feedback and challenge to support on-going competence, confidence and learning.
- Monitoring practice in regard to ethics, standards and competencies.
- Supporting the supervisee to maintain their own wellbeing at work.
- Being familiar with philosophy, relevant policy of the employing organisation and requirements of the supervisee's role.

- Recording the supervision session as negotiated with the supervisee.
- Providing supervision reports as specified in this contract.
- Requesting review of supervision if the relationship is not effective.

10. Organisation's responsibilities

- Supporting the supervisee to prioritise participation in supervision.
- Respecting the confidentiality of supervision.
- Considering training and other professional development requirements that are identified in supervision.
- Notifying any changes to reporting requirements in a timely manner.
- Acknowledging receipt of supervision reports.
- Providing payment of the fee in a timely manner.
- Supporting review of the supervision arrangement as necessary.

11. Confidentiality

All matters discussed in supervision will remain confidential between the supervisor and supervisee with the following exceptions:

- The supervisor may discuss issues with their own supervisor, with the identity of the supervisee not being revealed
- Should any issues arise in supervision that require the attention of the manager of the supervisee, the supervisor will first give the supervisee a time limited opportunity to discuss the issue with their manager, before contacting the manager themselves.
- Examples of matters requiring reporting to a manager would include unsafe practice, physical or mental health issues impacting on practice, potential involvement in serious misconduct.
- Where the supervisor assesses unsafe practice, and the supervisee does not agree with this assessment, the supervisor will refer the issue to the supervisee's line manager with the supervisee's knowledge.
- Should any other matters arise in supervision which the supervisor considers requires external consultation, this will be done following discussion with the supervisee.

12. Unsafe and unethical practice

If the supervisor has concerns about any of the safety and risk to clients, the supervisee and/or the organisation and the concerns cannot be resolved within supervision in an appropriate timeframe, the supervisor will notify the employer organisation and notify the supervisee that they are taking this action.

13. Dispute and Problem-Solving Procedures

Conflicts and concerns arising in the supervision relationship will be managed by

- Openly discussing the issue
- Keeping notes of the conflict and its resolution
- The supervisee is responsible for informing their line manager in the case of a conflict or dispute.
- In the event of non-resolution, nominating an agreed third party
- In the event of unsafe practice that cannot be resolved appropriately within or between the parties involved, the supervisor and supervisee will reserve the right to inform a third party. This will only occur with the full knowledge of the parties involved.

14. Personal issues

- The supervisees' personal issues may be explored in supervision in so far as these are impacting on professional practice.
- The supervisee is responsible for raising issues that may be impacting on practice.
- The supervisor is responsible for supporting the supervisee to reflect on the impact of personal issues on practice and for guiding the supervisee to seek assistance to manage personal issues appropriately.

15. Termination

Any party may terminate this contract with one month's notice.

16. Supervision Fee

Agreed fee per supervision session: _____ (Including GST/Excluding GST)

Signatures

Supervisor: _____

Date signed: _____

Supervisor: _____

Date signed: _____

Manager: _____

Date Signed: _____

Section: Memorandum of Understanding

Hopes, Fears, and Expectations

- What do you hope to gain from supervision?
- Are there any concerns or fears you have about the supervision process?
- What would make supervision feel safe and productive for you?

Learning Styles and Supervision History

- How do you learn best (e.g., through discussion, reflection, action)?
- Can you share any past supervision experiences—what worked well, and what didn't?
- Are there particular approaches or formats that help you engage more effectively?

Preferred Feedback Style

- How do you prefer to receive feedback—direct, gentle, written, verbal?
- What kind of feedback helps you grow professionally?
- Are there any feedback styles that you find difficult or unhelpful?

Emotional Responses and Personal Boundaries

- How do you typically respond to emotionally challenging situations in your work?
- Are there boundaries you'd like to establish around personal disclosures in supervision?
- What support do you need when discussing emotionally charged topics?

Power Dynamics and Trust-Building

- What helps you feel respected and heard in professional relationships?
- Are there any power dynamics you're aware of that we should acknowledge?
- What does trust look like for you in a supervisory relationship?

Supervisor: _____

Date signed: _____

Supervisor: _____

Date signed: _____