

Children's Services Supervision Policy

Sponsor:	Corporate Director – Children's Services
Owner:	Richard Simpson
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Approved:	
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Review:	
Distribution:	Non-Confidential, Internal and External Use

1. Purpose

Supervision is a critical business process which enables staff and volunteers to undertake their roles effectively and safely, contributes to organisational accountability and quality governance, ensuring that services are delivered safely, effectively and in line with statutory requirements, and promotes good practice and learning. This policy sets out the requirements for supervision and provides guidance, which must be followed, to the implementation of supervision.

2. Scope

This policy will apply to all personnel deployed by the two directorates, **Children's Services Operations** and **Children's Services Development and Innovation**.

This Supervision Policy and Procedure provides an overarching framework outlining the 'must do's' that all Children's Services staff and volunteers will be expected to comply with in order to ensure a consistent and high quality service to its customers and beneficiaries (children and families). This includes as and when workers, agency workers and students, and applies to all staff up to, and including, Assistant Director, Children's Services (ADCS) level, or equivalent.

Teachers and education staff working in Barnardo's Schools are exempt from this Policy and Procedure and are subject to separate required professional support processes.

The policy includes requirements and procedures that are consistent with the current legislative requirements and policy developments in England, Scotland, Wales and Northern Ireland. Services that are subject to the requirements of regulatory bodies must comply with those requirements in addition to those contained in this policy and it is the responsibility of the ADCS and service manager to identify these and implement them within the service.

The policy also refers to the supervision of foster carers and supported lodgings providers, more detailed information about the requirements for foster carers are contained in the fostering regulations and Family Placement Manual.

3. Definitions and Key Concepts

Supervision is a two-way process which is defined as “a process by which one worker is given responsibility by the organisation to work with another worker(s) in order to meet certain organisational, professional and personal objectives” (Tony Morrison, 2001). Research indicates that there is a strong link between the quality of supervision and outcomes for children, including safeguarding and protection of children.

The purpose of supervision includes;

- Accountability
- Staff development
- Case review and work planning
- Reviewing of objectives
- Reflection on practice
- Feedback on performance
- Health and well-being

Supervision can be:

- Provided in house (from within Barnardo’s)
- Provided by an external agency
- Individual
- In a group
- By telephone, video conferencing or other technologies
- From a line manager or a supervisor who does not hold overall line management responsibility
- Provided by someone other than the line manager, this includes peer supervision
- Clinical (to meet professional or regulatory standards).

Clinical supervision may be required for personnel in some services for contractual, regulatory, statutory or other reasons. It will not be provided in all services; only those where a specific requirement. It can be described as a face-to-face purposeful conversation where practitioners take time to reflect on their practice and through the process of reflection identify personal learning and action for change in practice back in the work place. The process of clinical supervision aims to support and challenge practice and has a part to play, in sharing of good practice and identification of learning needs. Clinical supervision is a non-managerial clinical supervisee led process. It is distinct from line management, one to one meetings, or managerial supervision, child protection/adult protection supervision, setting of PDPs and appraisal.

Supervision Protocol is a document that sets out the arrangements for supervision including, frequency, types of supervision and the recording of the supervision sessions for staff and volunteers across both Children’s Services Directorates. It must be approved by

the responsible manager and reviewed as required. It enables supervision to be commensurate with the roles undertaken by the personnel being supervised and ensures that it is sufficient to manage identified risk.

Peer supervision and coaching, may be provided in addition to supervision in order to promote professional development and improve practice. They may be provided if there is a business need and there is agreement from the line manager.

The accountability for the work and case planning remains with the line manager. If any safeguarding or other concerns arise during these activities they must be reported immediately to the line manager by the person leading the activity or the participants if the concerns involve the leader.

4. Roles and Responsibilities

Directors, Heads of Business, and Assistant Directors Children's Services or equivalents are responsible for ensuring full implementation and compliance with the Policy and Procedure.

Line Managers are responsible for:

- Ensuring that staff and volunteers are fully aware of their role and responsibility in relation to supervision
- Ensuring supervision is provided in accordance with the Policy & Procedure by suitably skilled supervisors
- Quality assuring supervision practice for staff if they are not the supervisor
- Driving improvements in supervision practice.

Staff & Volunteers are responsible for:

- Ensuring that they receive supervision in line with the Policy and Procedure and taking action to address this if this is not the case.
- If they act as supervisors they provide supervision in line with the Policy and Procedure.

All staff and volunteers are responsible for;

- Attending supervision meetings as required and fully participating in the supervision process.

5. Policy

1. All services and management teams must have a **Supervision Protocol** that sets out the arrangements for supervision including frequency, types of supervision and the recording of the supervision sessions, see appendices 1 and 2. This must be signed off by the responsible manager and must be reviewed annually or if there is a substantial change to the work being delivered.
2. Each supervisee will have a **Supervision Agreement**, signed by themselves and their supervisor, which sets out the expectations of both parties and includes the elements of the Supervision Protocol which apply to that supervisee, e.g. frequency and type of supervision.

3. All supervisee's must receive supervision from their supervisor at a frequency commensurate with their role and responsibility which is set out in the Supervision Agreement. For a full time member of staff this will be at least 10 supervisions a year including the PDR meeting and for part time staff it will be commensurate with their roles and responsibility.
4. Supervision must be held more frequently during the first 12 weeks of being in post to ensure sufficient support is provided during the induction process.
5. Supervision may be face to face, via the phone or other technologies and it may be individual or group. The permitted frequency of each type of supervision is set out in section 6.
6. Supervision is usually provided by the line manager but in certain circumstances it may be provided by other staff as long as they are of sufficient seniority to be accountable for the work undertaken by the supervisee and they must have sufficient competence. The line manager is responsible to assuring themselves that the supervision provided is of sufficient quality.
7. **Clinical supervision** or other forms of supervision, such as peer supervision or coaching, may be provided in addition to line management supervision, where this is required contractually or to support the delivery of the work. The overall accountability rests with the line manager and any concerns about the performance of the supervisee must be reported to them. A written agreement must be in place setting out the parameters of such arrangements.
8. The content of supervision will depend upon the roles and responsibilities of the supervisee. There are certain elements that must be included in all supervisions, see section 6.5. The requirements for individual supervisees will be contained in the Supervision Agreement.
9. Supervision must be recorded by the supervisor and a copy of the supervision notes provided to the supervisee within two weeks of the supervision taking place. The supervisee must sign and return the supervision notes to the supervisor. A copy of the notes will be saved to staff file for employees and the volunteer file for volunteers. Supervision notes for agency workers and students must be held locally by the supervisor in a confidential area on content server document management with access strictly controlled e.g. supervisor, grandparent manager. Supervision records for carers and supported lodgings providers must be saved in their case files.
10. Supervision records will be retained in line with the Corporate Data Protection Policy and Retention Schedule and remain the property of Barnardo's. The content is confidential and data about third parties may only be shared with the specific agreement of the responsible manager.
11. Casework decisions must be entered onto the case record within five working days or 24 hours if it concerns safeguarding; the supervisor will identify who is responsible for doing this.
12. The full names, and roles where applicable, of third parties must be used in staff supervision records, these must be redacted if the records are to be shared or used in disciplinary or other proceedings unless there is a legal basis to allow this data to be shared.
13. The full names of service users must be used in supervision records in order to provide an audit trail, these must be redacted if the records are to be shared or used in disciplinary or other proceedings unless there is a legal basis to allow this data to be

shared.

14. Completed supervision records should be viewed online and not printed out as hard copy.
15. For supervisees who do not have a staff file or are unable to access data online, alternative arrangements must be made to give them access to their supervision records. Supervision notes containing personal data about third parties must not be sent to personal e mail addresses. If it is not possible to avoid these being provided as hard copy any personal third party data must be redacted in the copy provided to the supervisee.
16. Disagreements about the content of supervision notes must be discussed at the next supervision meeting. The disagreement must be recorded on the record and any actions agreed recorded. Supervision notes must only be amended if they contain verifiable factual inaccuracies.
17. Foster carers and supported lodgings providers must be provided with supervision as set out in the fostering regulations or Guidance for Supported Lodgings Providers, see section 6.

6. Associated Legislation, Guidance, References and Documents

Please note all guidance is required to be followed, it is not advisory.

6.1 Supervision protocol - service based staff and volunteers

1. A supervision protocol must be produced by the service manager using the Service Supervision Protocol form, see appendix 1. The nature of the service being delivered, statutory and regulatory requirements, and the level of risk being managed should be considered. The experience and expertise of the personnel being supervised and their working patterns must be considered so that the level of supervision is proportionate and sufficient to their needs.
2. The Service Supervision Protocol must be signed off by the ADCS, or equivalent, who must ensure that the frequency and types of supervision are appropriate for the service being delivered, the risk being managed and the personnel being supervised.
3. The policy must be reviewed by the service manager annually or whenever there are significant changes, to ensure that it is still appropriate for the service being delivered and the personnel being supervised. This must be signed off by the ADCS or equivalent.
4. The Service Recording Protocol must be saved in the Service Information folder in content server document management.

6.2 Supervision protocol – regional/national/head office based staff and volunteers

1. The Director, Head of Business or Head of Department must ensure that a Supervision Protocol is produced using the form in Appendix 2. They may delegate the task to a suitable person but are responsible for signing off the completed protocol.

2. The nature of the work, statutory and regulatory requirements, and the level of risk being managed should be considered. The experience and expertise of the personnel being supervised and their working patterns must be considered so that the level of supervision is proportionate and sufficient to their needs.
3. The Supervision Protocol must be reviewed and signed off by the Director, Head of Business or Head of Department annually, or if there are significant changes, to ensure that it is still appropriate for the service being delivered and the personnel being supervised.
4. The Supervision Protocol must be saved in content server document management.

6.3 Frequency of supervision

1. The minimum frequency for supervision for full time staff is a minimum of 10 sessions per year including PDR meetings.
2. It is the responsibility of CSMs and ADCSs to agree the frequency of supervision for part time, sessional staff, as and when workers, agency workers, students and volunteers. This must reflect their roles and responsibilities, hours worked or deployed, the nature of the service they are delivering and their experience within their role. This will be recorded in the Service Supervision Protocol.
3. For staff based in regional, national or head office the Director or equivalent will agree the frequency for personnel not working full time, taking into consideration the issues identified above.

6.4 Supervision arrangements

1. Supervision may be delivered individually, in a group, in person or via technology such as a video link or telephone. The responsible manager must consider the needs of the supervisees and the nature of their employment or deployment when deciding what arrangements may be suitable.
2. At least half of the supervision sessions delivered must be in person.
3. If supervision is delivered in groups the supervisees must also receive individual supervision; the frequency of individual supervision will depend upon the roles and responsibilities of supervisees but must be at least two sessions a year.
4. Staff working in a practice environment such as a nursery or residential home may receive on the job supervision, which should be taken into account when considering required frequency. They must also receive individual supervision; this must meet regulatory requirements and should be at least six sessions a year, including the PDR, for a full time member of staff.

6.5 Clinical and other types of supervision

1. The requirement for clinical supervision may be a contractual or regulatory requirement or may be identified as necessary by the manager.
2. Clinical supervision is in addition to line management supervision and accountability for the work being undertaken will lie with the line manager.
3. A written agreement must be produced and signed by the supervisor, supervisee and

clinical supervisee, see appendix 4, which includes lines of accountability, recording of clinical supervision and responsibility for raising issues of concern or risk.

4. To promote staff development other types of activity such as peer supervision, mentoring or coaching may be utilised with the agreement of the line manager where this is required. These activities are in addition to the supervision provided by the line manager, or supervisor, as identified in this policy and do not replace it. Terms of reference must be produced and signed by the supervisor, supervisee and person providing the activity, which includes lines of accountability, recording and responsibility for raising issues of concern or risk.

6.6 Content of supervision

1. The content of supervision will vary according to the roles and responsibilities and the skills and experience of the supervisee. The following must be evident in all supervisions;
 - An opportunity to ensure the supervisee understands agency policy, procedure, legal requirements and follows these; ensuring that the supervisee is clear about their role and responsibility to the agency and their performance is what the agency expects.
 - An opportunity for supervisor and supervisee to contribute issues to the agenda
 - An opportunity for the supervisee to raise and record any disagreements with the content of the previous supervision
 - Feedback to the supervisee on their performance
 - An opportunity for the supervisor to provide guidance and support for the development of the supervisee
 - An opportunity for the supervisee to reflect on their practice
 - Consideration of the learning and development needs of the supervisee
 - An opportunity for the wellbeing of the supervisee to be considered, including any issues impacting upon their performance and any reasonable adjustments that are required.
2. Supervision of practitioners and volunteers working with service users must include a review of the work undertaken, case planning and consideration of any risks or concerns in relation to the work including safeguarding.
3. There must be a discussion of safeguarding, health and safety, and equalities and diversity at least 6 monthly. The nature of the discussion will depend upon the role and responsibilities of the supervisee and should take account of other meetings when these issues are discussed, such as team meetings.

6.7 Supervision for Barnardo's supported lodgings providers

1. Barnardo's supported lodgings providers, i.e. those providers recruited and assessed by the organisation must be provided with supervision.
2. Supervision must be provided by a suitably skilled person.
3. Frequency of supervision must be at least quarterly but may be provided more

frequently if required.

4. The purpose of the supervision is to provide advice and support to the providers and address and issues of concern in relation to the young people placed or their role.
5. Supervision must include discussion of safeguarding, health and safety, equalities and data protection and identify any learning and development requirements.
6. The requirement for supervision must be included in the Supported Lodgings Provider Agreement.
7. Supervision must be recorded in line with this policy and saved to the supported lodgings provider's case record.

7. Risk Assessment

The Policy Owner, with assistance from relevant individuals, will undertake a detailed risk assessment of risks facing Barnardo's which impact on supervision at least every 2 years, using this to inform required changes to this Policy, any associated processes and procedures or training/awareness messages as required.

8. Compliance and Oversight

It is the responsibility of **Directors** and **Heads of Departments** to ensure that all staff etc. are receiving supervision in line with this policy. As part of their quality assurance role ADCSs or equivalent will assure themselves that the staff etc. that the supervision provided is of sufficient quality.

Where services are required to comply with regulatory, contractual or clinical governance requirements in relation to supervision it is the responsibility of re CSM and ADCS or equivalent to ensure that they are compliant.

9. Document History

Version	Date	Author	Status	Approval (by / when)	Comments
1	13/6/19	Pat Greene	Working Draft		For consideration by Supervision Task and Finish Group
2	23/7/19	Pat Greene	Amended working draft		To be reviewed by sample of staff.
3	2/9/19	Pat Greene	Final draft	CSMT -24/9/19	Final draft sent for approval by CSMT.
4	1/10/19	Pat Greene	Approved	Approved by CSMT 24/9/19	To replace previous policy from 1/10/19
5	11/10/20	Pat Greene	Reviewed		No amendments made
6	01.12.21	Pat Greene – Owner changed to Richard Simpson	Approved		Review date extended from 2yr cycle to 3yr. Policy not reviewed.

Service Supervision Protocol

Name of service/services included in this protocol.	
Name of CSM	
Date protocol produced	
Date last reviewed	
Sign off by ADCS or equivalent	
Date Signed off	

Purpose of the Protocol

It is a requirement by Barnardo’s that all staff, volunteers, students and agency staff receive supervision from an appropriate person commensurate with their roles and responsibilities. This protocol identifies the personnel deployed in this service and sets out the arrangements for supervision. In completing this protocol the (link to Supervision Policy) must be consulted to ensure that organisational requirements are met.

The protocol will be completed by the CSM and signed off by the ADCS. Any statutory, regulatory or contractual requirements must be complied with. The Protocol must be updated whenever there are any significant changes within the service and reviewed at least annually.

Completion of the Supervision Protocol

Guidance notes to aid the completion of the protocol are provided in red type. Once the protocol has been completed all of the guidance notes must be deleted.

A copy of the protocol must be saved in the Service Information folder in Content Server.

Supervision Arrangements

Remove any roles that do not exist in the service and add any roles not listed. The information in red type is to provide an example.

Role of supervisee	Frequency	Job Title of supervisor	Type of supervision
CSM	10 supervisions pa	ADCS	1 to 1
Team Leader			
F/T PW3			
F/T PW2			
F/T PW1			
P/T PW3			
P/T PW2			
P/T PW1			
Administrator			
Admin Asst.			
Sessional staff			
Play worker			
Counsellor	10 management supervision pa Quarterly clinical supervision	Team Leader External clinical supervisor	1 to 1 Clinical 1 to 1
Volunteer co-ordinator			
Volunteers community based	6 supervisions pa	Volunteer co-ordinator	2 1to 1 face to face 2 1to 1 telephone 2 group
Volunteers-group work			
Domestic staff			
Agency worker practitioner			
Agency worker Admin			
Foster carer			
Supported Lodgings provider			

Supervision Agreement

A written agreement will be completed with all personnel at the start of their deployment setting out the expectations of supervision and will signed by both parties to indicate agreement. A copy will be saved to the supervision record, see Recording of Supervision. Add any specific information in relation to foster care or supported lodgings provider agreements or students.

Recording of supervision

A written record of supervision must be produced by the supervisor within 10 days of the supervision taking place and a copy sent to the supervisee. A copy of the notes will be saved to staff file for employees and the volunteer file for volunteers. Supervision notes for agency workers and students must be held locally by the supervisor in a confidential area on content server document management with access strictly controlled e.g. supervisor, grandparent manager. Supervision records for carers and supported lodgings providers must be saved in their case files. Supervision records will be retained for 75 years and remain the property of Barnardo's. The content is confidential and data about third parties may only be shared with the specific agreement of the responsible manager.

Casework decisions must be entered onto the case record within five working days or 24 hours if it concerns safeguarding, it will be agreed in supervision who will do this. The full names of third parties and the name and role of professional contacts, e.g. local authority staff, commissioners, Barnardo's staff must be used.

Children's Services Supervision Protocol

Name of Office Base or Team	
Name of person producing protocol	
Date protocol produced	
Sign off by Director/Head of Department	
Date Signed off	

Purpose of the Protocol

It is a requirement by Barnardo's that all staff, volunteers, students and agency staff receive supervision from an appropriate person commensurate with their roles and responsibilities. This protocol identifies the personnel deployed in this office or team and sets out the arrangements for supervision. In completing this protocol the (link to Supervision Policy) must be consulted to ensure that organisational requirements are met.

The completion of the protocol may be delegated by the Director or Head of Department but they must sign off the completed protocol. The Protocol must be updated whenever there are any significant changes within the service and reviewed at least annually.

Completion of the Supervision Protocol

Guidance notes to aid the completion of the protocol are provided in red type. Once the protocol has been completed all of the guidance notes must be deleted.

Supervision Arrangements

Remove any roles that do not exist in the office or team and add any roles not listed. The information in red type is to provide an example.

Role of supervisee	Frequency	Job Title of supervisor	Type of supervision
ADCS	<i>10 supervisions pa</i>	<i>Director</i>	<i>1 to 1</i>
AHoB			
BDU staff			
MIO			
PA			
Administrator			
Admin Asst.			
Receptionist			
Domestic			
Handyperson			
Volunteer			
Agency worker			

Supervision Agreement

A written agreement will be completed with all personnel at the start of their deployment setting out the expectations of supervision and will be signed by both parties to indicate agreement. A copy will be saved to the supervision record, see Recording of Supervision.

Recording of supervision

A written record of supervision must be produced by the supervisor within 10 days of the supervision taking place and a copy sent to the supervisee. A copy of the notes will be saved to staff file for employees and the volunteer file for volunteers. Supervision notes for agency workers and students must be held locally by the supervisor in a confidential area on content server document management with access strictly controlled e.g. supervisor, grandparent manager. Supervision records for carers and supported lodgings providers must be saved in their case files. Supervision records will be retained for 75 years and remain the property of Barnardo's. The content is confidential and data about third parties may only be shared with the specific agreement of the responsible manager.

If decisions are made about the management of specific cases these must be entered onto the case record by the agreed member of staff within five working days or 24 hours if it concerns safeguarding.

The full names of third parties must be used when recording personal data about them, such as service users, colleagues, commissioners or external contacts. The names must be redacted if the supervision record is shared with a third party, in the case of disciplinary or grievance procedures, unless there is a legal basis to retain these, the DPO or DPM will advise.

BARNARDO'S CHILDREN'S SERVICES SUPERVISION AGREEMENT

Supervisee: _____

Supervisor: _____

Purpose of Supervision

Barnardo's requires that all staff and volunteers receive supervision on a regular basis from their supervisor, to ensure:

1. Accountability for the work by the line manager.
2. Work has clear purpose and delivers good outcomes.
3. The safety of children, young people, families and adults at risk using Barnardo's services.
4. The talents of staff, as and when workers and volunteers are developed.
5. Individual members of staff, as and when workers agency workers, students and volunteers are supported.
6. Supervision will be undertaken in accordance with Barnardo's Children's Services Supervision Policy and Guidance.

Structure of Supervision

1. Supervision will take place every [Add frequency] and will last [Add duration].
2. Supervision will be held in an appropriate private meeting room at a time agreed in advance. **If supervision will also be delivered in a group and/or via the telephone add details.**
3. Sessions will be recorded by the supervisor and saved on the electronic [staff / as and when worker / volunteer file /other specified location- delete as necessary]. Confidentiality will be maintained in accordance with the Children's Services Supervision Policy and Procedure.

Agenda for Supervision

1. Update on actions from previous supervision.
2. Purpose of work, review and evaluation of outcomes (to include compliance issues with Barnardo's policies and procedures; regulatory requirements; professional standards, as relevant).
3. Safeguarding, protection and health and safety issues.
4. Equalities and diversity issues.
5. Performance appraisal (the extent to which [Personal development Plans/ Volunteer Reviews - delete as appropriate] and other performance objectives are

being met; any difficulties in performance and/or conduct and/or any other organisational or other issues that are impacting on individual's practice/performance).

6. Learning, development and support needs.
7. Additional agenda items brought by either the supervisor or supervisee.

What I want from you as my supervisor

[Supervisee comments, which might include for example constructive feedback, support, workload management, open discussion, joint problem solving, and no interruptions unless an emergency occurs]

What I am willing to contribute as the supervisee

[Supervisee comments, which might include for example talk openly and honestly, be prepared for supervision and be focused, share experiences]

What I want from you as a supervisee

[Supervisor comments, which might include for example feedback, be prepared and focused, no interruptions unless an emergency occurs]

What I am willing to contribute as a supervisor

[Supervisor comments, which might include for example feedback, time, preparation]

Clinical Supervision

Add details as appropriate

Arrangements for contact outside of supervision sessions *[add details as appropriate]*

Signed (Supervisee):	_____	Date:	_____
Signed (Supervisor):	_____	Date:	_____

[This can be approved and 'signed' electronically]

BARNARDO'S CHILDREN'S SERVICES CLINICAL SUPERVISION AGREEMENT

Name of Supervisee:

Name of Clinical Supervisor:

Date:

Review Date:

As Supervisee and Clinical Supervisor we agree to the following:

- To work together to facilitate in-depth reflection on issues affecting practice. Thus, enabling development both personally and professionally to ensure a high level of clinical expertise.
- To protect the time and space for clinical supervision, by keeping to agreed appointments and time boundaries. In the unusual event that this may not be possible we will endeavour to communicate with each other in a timely manner.
- Privacy will be respected and interruptions avoided.
- To provide a record, showing the times and the dates of the clinical supervision sessions.
- We will keep any other notes made about the session.
- We will record the session in a way that protects confidentiality of others by only recording key issues and key actions framed within the reflective framework used.
- We will work to the supervisee's agenda, using reflection frameworks and focus negotiated at the beginning of each session.
- The supervisor reserves the right to highlight items apparently neglected or unnoticed by the supervisee (s).
- We will both work respectfully, being open to feedback about how we handle the clinical supervision sessions. We both agree to challenge aspects of this agreement that may be in dispute.

As a Supervisee I agree to:

- Prepare for the sessions, for example, by having an agenda or preparing notes or transcripts.
- Take responsibility for: making effective use of the time, the outcomes and any actions that need to be taken as a result of clinical supervision.
- Be willing to learn to develop my clinical skills and be open to receiving support and challenge.

As Clinical Supervisor I agree to:

- Keep all information revealed in the clinical supervision sessions confidential, apart from these exceptions:
- Should you describe any unsafe, unethical or illegal practice that you are unwilling to go through, the appropriate procedures to address
- In the event of an exception arising, I will encourage and support you to deal appropriately with the issue directly yourself. If I remain concerned, I will reveal the information only after informing you that I am going to do so
- At all times work to protect your confidentiality
- Not allow any management supervision to be part of the clinical supervision session.
- Offer you advice, support and supportive challenge to enable you to reflect in depth on issues affecting your practice
- Be committed to continually developing myself as a practicing professional.
- Use my own clinical supervision to support and develop my own abilities as a clinical supervisor and clinician without breaking confidentiality.

_____ Date: _____ Signature
Supervisee

_____ Date: _____ Signed
Clinical Supervisor

_____ Date: _____ Signed Line
Manager