



MAHI MIHINARE
ANGLICAN ACTION

EXTERNAL SUPERVISION AGREEMENT

1) Preamble – The purpose of supervision

- a) Supervision provides a positive environment within which a worker’s practice can be reflected upon, reviewed and developed.
- b) Supervision promotes inclusive practice underpinned by Te Tiriti o Waitangi, responsiveness to Māori, and sound ethical principles.
- c) Supervision promotes safe and accountable practice.
- d) Supervision promotes active recognition of the cultural systems that shape the worker’s practice.
- e) Supervision encompasses a respectful, strengths-based approach which affirms people’s dignity, capacity, rights, uniqueness and commonalities.
- f) Supervision provides a forum to ensure accountability to the Mission, to clients and the worker’s profession.
- g) Supervision is located within a learning environment where professional development is valued and encouraged.
- h) Supervision can occur as a past looking reflective process and as a reflection in advance of action, particularly where there is a difficult or unusual situation.
- i) Supervision ensures safety for participants.
- j) Supervision is regular and uninterrupted.
- k) Supervision assists in identifying and managing stress and building resilience.

2) Parties

This Supervision Agreement is a professionally-binding agreement between:

Supervisor:

Supervisee:

3) Supervision sessions

Frequency:

Duration:

Date for review:

4) Record keeping

- a) 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.

- b) 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.

5) Supervision reports

- a) 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), eligibility for membership to a professional body, and purposes of registration and maintenance of an annual practicing certificate.
- b) Reports usually only include the number of sessions attended and the dates of those sessions. Details of what is discussed in supervision are not normally provided to anyone without clear permission from both the supervisee and the supervisor.

6) Confidentiality

- a) All matters discussed in supervision will remain confidential between the supervisor and supervisee with the following exceptions:
- b) The supervisor may discuss issues with their own supervisor, with the identity of the supervisee not being revealed.
 - i) 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.
 - ii) 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.
 - iii) 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 manager with the supervisee's knowledge.
 - iv) Should any other matters arise in supervision which the supervisor considers requires external consultation, this will be done following discussion with the supervisee.

7) Matters which can be discussed at supervision

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

8) Expectations and responsibilities

- a) The supervisor has knowledge and expertise in the field of practice the supervisee is working in.
- b) Supervision sessions will be uninterrupted.
- c) The parties will inform the supervisor / supervisee in advance if unable to attend supervision and re-schedule another appointment.
- d) The parties will participate in the review of supervision and its effectiveness.

- e) The parties will provide honest feedback.
- f) The parties will engage actively in the supervision process, to enable reflective practice to occur, to enhance learning and the development of knowledge and skills.
- g) The parties adhere to the Anglican Action Mahi Mihinare Code of Conduct and any other applicable Code of Conduct, Code of Ethics or standards of practice pertinent to the supervisee.
- h) The parties will prepare for supervision and honour agreements to complete tasks.
- i) All supervision is provided in the context of current legislation pertinent to the supervisee.

9) Disputes and problem-solving procedures

- a) Conflicts and concerns arising in the supervision relationship will be managed by:
 - i) Openly discussing the issue.
 - ii) Keeping notes of the conflict and its resolution.
 - iii) The supervisee is responsible for informing their manager in the case of a conflict or dispute.
 - iv) In the event of non-resolution, nominating an agreed third party.
 - v) 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.

2. Other relationships

Supervisee's Manager and contact details:

Supervisee is engaged in other forms of supervision:

3. Signatures of the parties

Supervisor:

Date:

Supervisee:

Date: