**S1 Supervision Notes Recording Form**

**Appendix 3**

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| **Name of Manager**: | **Name of Service Manager:** |
| **Date of Supervision Meeting:** |  |

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| **Notes / Discussion** |
| **Follow ups from previous meeting and actions outstanding to note** |
| **Financial & Budget Management** Budgets /Personal Monies/Petty Cash/Amenity funds/Safe Contents |
| **Staffing**  Roster cover / supervisions / appraisals / annual leave / performance / recruitment / probation / staff welfare and wellbeing / accidents, incidents, staff PEEPs / admin |
| **Absence and Wellbeing**  **LTS**  **STS**  **O/H** |
| **Learning and Development** C.P.D./ In house training / N.V.Q. / QCF / Mandatory training |
| **Meetings** Supervisor meetings / staff meetings / night staff meetings |
| **People Who Use Our Services**  Occupancy / contracts / safeguarding / DNARCPR / dependency / DoLS / capacity assessments / accidents & near misses / PCCP / falls / reviews, risk assessments / PEEPs / GEEPs / admissions / meetings with the people who use our services / activities and events / moving & handling. |
| **Medication** Administration / storage / errors / training |
| **Notifications/ Investigations/Fact findings** CQC / Internal / Other |
| **Health and Safety** Managers monthly checklist / fire procedures / COSHH, HACCP / environmental health/ building risk assessments IPC / Equipment |
| **Audits / Reports, Outstanding Actions** Share Point / current action plans / follow up of actions by contractors etc |
| **General** Communication / organisational updates / compliments, comments & complaints / risk matrix / trade unions  **Any other business**  **Managers personal items / personal training and development** |

**Supervisor signature:**

**Employee signature:**

**Date of next meeting:**