

Supervision Confidentiality Agreement



This agreement **MUST** be signed before commencing supervision. It provides volunteers and supervisors with a clear understanding of where the boundaries of confidentiality lie, so as to protect and maintain a safe, effective relationship.

CONFIDENTIALITY:

Discussions will only be shared with others by mutual consent. Unless there is a clear responsibility to share information with the service manager which affects the management and dynamics of the team e.g. issues relating to disciplinary, capability, grievance or sickness nature, or quality of work.

GROUND RULES:

- Confidentiality: If issues are raised in supervision which concerns the supervisor i.e. unsafe or unethical practice by the volunteer or issues which concern harm to self or others (as outlined in the confidentiality policy and Codes Of Conducts).
- Openness/honesty.
- Agree no Gossip.
- Using feedback to learn.

ARRANGEMENTS AGREED FOR SUPERVISION:

- a) Frequency: Once a month
- b) Length: 1 hour
- c) Location: BSAFE
- d) Agenda: As outlined in the following 'supervision notes'.
- e) Records: The supervisor will maintain the written notes and keep them in the B3 office. All notes will be signed as agreed records at the end of a session or beginning of the next. N.B. It is the volunteer's responsibility to record any agreed action points.
- f) Any areas of concern that are not satisfactorily resolved will be referred to the service manager.

Volunteer name (print):

Volunteer signature:

Date:

Supervisor name (print):

Supervisor signature:

Date:
