

Supervision Notes



The Supervision Confidentiality Agreement must be signed at the beginning of the supervisory relationship. It is a good practice to remind volunteers of their (and your) confidentiality responsibilities at the start of each session.

Volunteer:

Position:

Date:

Supervisor:

ACTIONS AGREED LAST SESSION: Last meeting you/I agreed to do ____, let's chat about the progress with this. N.B. Remember to sign and agree previous supervisions notes!

How are you feeling about your volunteering? How do you feel things are going within BSAFE?

WHAT'S GOING WELL? Is there anything you've done which you are pleased about or you have particularly enjoyed?

Supervision Notes

WHAT'S NOT GOING SO WELL? Is there anything that has happened which you are unsure about? Are there particular situations that you would like to talk through?

RELATIONSHIPS: How are you getting on with the rest of the team i.e. staff, volunteers and/or service users?

IDEAS FOR IMPROVEMENT: Explore if there are aspects of their volunteering they (or you) feel they could improve on e.g. performance, record keeping, relationships.

DEVELOPMENT: Are you happy with your present volunteer role? Are there any new areas of work you would like to explore? Address any additional information or training required.

Supervision Notes

GIVE FEEDBACK:

ASK FOR FEEDBACK:

NEW ACTIONS: Are there any actions that we should set ourselves between now and next time we meet? Is there any particular issue that you would like me to bring to the service manager?

Next supervision date:

Volunteer signature:

Date:

Supervisor signature:

Date:
