**Supervision File Structure and Index**

**Name:**

**Supervisor:**

|  |
| --- |
| **Team:**  **Section** |

1. Start Date

Job Description

|  |
| --- |
| Starter/transfer form  Vehicle details and insurance details covering work requirements (essential car users only) |

1. Personal Contact Details (for use in an emergency)
2. Any requirements regarding additional needs, for example, adjustments for disabilities
3. Supervision Agreement
4. Supervision Monitoring
5. Supervision Records
6. Correspondence
7. Records of any compliments/complaints and disciplinary procedures
8. Details of any learning & development opportunities attended
9. Personal Performance Assessments
10. Absence records including return to work interviews

**Confidential**

**Access to supervision files is restricted to the supervisor, supervisee, senior managers, and HR as appropriate. With prior consent it may be accessed by officers and other agencies involved in any auditing or personnel purposes only.**