MDI STAFF INTERNAL SUPPORT AND SUPERVISION AGREEMENT

All MDI staff will receive support and supervision on a regular basis as specified in the Supervision Policy. This agreement outlines the arrangements for supervision meetings between:

(Name) _____ and (Name)_____

Line Manager Jobholder

The agreed frequency for supervision is: every six weeks or every second month depended on the needs of staff with a minimum of 7 and 5 respectively, per annum taking into consideration annual leave. Support and Supervision will vary between face to face and phone support.

We confirm that we have read and discussed the Staff Support & Supervision Policy and the additional notes provided and that we agree to comply with this guidance.

Signed: _____ Jobholder

Signed: _____ Line Manager

Date: _____

Supervision dates can be agreed over the next 12 months, record these in the table below. If the agreed date is required to be changed, it is the responsibility of the person who requires the date to be changed to set a new date with the agreement of the other person.

Agreed Supervision Date	Date of Supervision if changed	Comments if changed.