

ANZASW Supervision Policy



**Aotearoa New Zealand Association
of Social Workers Inc**

ANZASW Supervision Policy

Standard

1. This policy defines the requirements of Professional Social Work Supervision arrangements, for practising members of the Association, to meet standard 8 of the ANZASW practice standards.

Scope

2. All practising members of the Association including provisional members, members in training, full members and life members.

Informing Documents and Sources of Feedback

- ANZASW Competency Handbook 2008.
- ANZASW Code of Ethics 2008.
- Previous policy and BOC Statement.
- ANZASW Supervisors Interest Group.
- SWRB Statement on Supervision.
- Tony Morrison (1993) *Staff Supervision in Social Care*, Longman, Harlow.

Policy

3. **Definition of Professional Social Work Supervision:**
 - 3.1. Supervision is a process in which the supervisor; enables, guides and facilitates the social worker(s) in meeting certain organisational, professional and personal objectives. These objectives are: professional competence, accountable & safe practice, continuing professional development, education and support.

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4. Principles of Supervision

- 4.1. Supervision in Aotearoa New Zealand is conducted in accordance with the articles contained in Te Tiriti o Waitangi.
- 4.2. All practising social workers are required to participate in regular supervision.
- 4.3. The best interest of the client must always come first except where there are threats to property or the safety of people.
- 4.4. Supervision is mandated by agency policy. Any agency employing social workers is expected to provide and encourage supervision through internal or external sources.
- 4.5. Supervision recognises cultural and ethnic diversity and is cognisant of specific client needs.
- 4.6. Supervision ensures safety for participants.
- 4.7. Supervision is a shared responsibility between the supervisee, the supervisor, and the agency.
- 4.8. Supervision is based on a negotiated written agreement, which has provision for conflict resolution.
- 4.9. Supervision is regular and uninterrupted.
- 4.10. Supervision promotes competent, safe, accountable, and empowered practice.
- 4.11. Supervision promotes anti-discriminatory practice.
- 4.12. Supervision is based on an understanding of how adults learn.
- 4.13. Supervision provides for appropriate consultation when needed in regard to issues related to specialist knowledge, gender, culture, sexual orientation and identity, disability, religion, or age.

5. Purposes of Supervision

- 5.1. To provide a positive environment within which social work practice can be reflected upon, reviewed and developed.
- 5.2. To ensure the worker is clear about roles and responsibilities.
- 5.3. To ensure the worker's practice meets the ANZASW Standards of Practice and Code of Ethics, and relevant legislation.
- 5.4. To encourage quality of service for clients.
- 5.5. To encourage professional development and provide support.
- 5.6. To identify and relate social work theories and models to practice.
- 5.7. To assist in identifying and managing stress and building resilience.
- 5.8. To consider the resources the worker has available to do their job and discuss any required courses of action when there are concerns.

6. Core Social Work Supervision

- 6.1. Core Social Work Supervision is that element of supervision that ensures the worker's practice demonstrates a commitment to the social work

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profession together with the ANZASW Standards of Practice and Code of Ethics and the international standards of IFSW.

- 6.2. All practising ANZASW members are required to be receiving core social work supervision with a supervisor who meets the criteria set out in clause 10.
- 6.3. In some situations members may have additional needs that require them to have other elements of their supervision provided by different supervisors. For example where the agency supervisor is not an ANZASW member or the member's field of practice requires specialist supervision. There may also be cultural factors or specific learning areas. In these situations members will engage in more than one supervisory arrangement. It is the combination of these arrangements for supervision that constitute the member's portfolio of supervision.

7. Forms of Supervision

- 7.1. Individual supervision contracted internally within the agency.
- 7.2. Individual external supervision contracted by the agency or the worker.
- 7.3. Peer supervision contracted by the agency or the worker.
- 7.4. Supervisor led group supervision contracted by the agency or the worker.
- 7.5. A combination of these forms.
(see practice note 1. Electronic supervision pg 5)

8. Frequency of Supervision

- 8.1. To meet the supervision standards of competency, all ANZASW members in practise are required to be engaged in core social work supervision for at least one hour per month. It is anticipated that most members will have additional requirements for supervision.
- 8.2. In the first year of practise ANZASW members are required to have a minimum of one-hour core social work supervision per week.
- 8.3. The frequency of supervision may be varied on a proportional basis for part-time workers, but must not be less than one hour per month.

9. ANZASW expectations of a Supervisee

Supervisees must:

- 9.1. Adhere to the ANZASW Standards of Practice and Code of Ethics.
- 9.2. Commit to core social work supervision in one of the forms defined in clause 7.
- 9.3. Participate actively in the supervisory process to ensure supervision meets the purposes outlined in this policy.
- 9.4. Inform the supervisor(s) of any ethical or safety issues that arise in practice.

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10. ANZASW expectations of a Supervisor

Supervisors must:

- 10.1. Adhere to the ANZASW Code of Ethics and the Standards of Practice.
- 10.2. Hold a current Certificate of Competency if they are a member of ANZASW
- 10.3. Have a current APC if they are a registered social worker with the SWRB
- 10.4. Be currently receiving supervision from a social worker.
- 10.5. Have at least two years of supervised practise as a social worker.
- 10.6. Communicate with employers or other appropriate authorities when they are aware of ongoing or serious unsafe practise.

Supervisors preferably will:

- 10.7. Be a full member of ANZASW with a current competency certificate.
- 10.8. Have completed training in social work supervision and hold a recognised qualification in supervision.

11. Competence Assessment

- 11.1. To meet the requirements relating to supervision of the ANZASW competence assessment, ANZASW members must provide:
 - a. A current signed copy of their supervision contract as part of their portfolio (see practice note 4 Pg 6 standard contracts for large organisations).
 - b. A reference completed by a Supervisor who meets the ANZASW expectations of a Supervisor set out in clause 10. Where the primary supervision is received from an allied professional the social worker has to ensure they also access contracted supervision from a social worker (see practice note 3 pg 5).
- 11.2. Members whose primary role is in providing supervision are encouraged to be assessed against the Supervisor Practice Standards for the purposes of their competence assessment and recertification.

Outcomes

- 12. All Social Workers will participate in regular core social work supervision that supports their professional practice and development.
- 13. Social work supervision will work to ensure accountability of social workers and protect client(s) safety.
- 14. The ANZASW Supervision Policy will set the standard for social work supervision for the profession.

ANZASW Supervision Practice Notes

1. Electronic Supervision (relates to clause 7 Forms of supervision)

This practice note refers to any supervision practices that occur when supervisors and supervisee(s) are in separate or remote locations and utilise electronic means to communicate, such as email, fax, telephone, voicemail, video conferences, web messages and instant messages.

Confidentiality:

Supervisors and Supervisees shall take all reasonable precautions to ensure the privacy of electronic communications, for example by using passwords, encryption, secure sites, the installation of antivirus software and regular back up of data.

Limitations:

Supervisors should provide clear and sufficient information about the limitations and risks of online supervision in order for supervisees to make informed choices about using this service.

Supervision contracts:

Supervisors should, when engaging in online supervision establish agreements with supervisees on the following:

- Online availability;
- Response time;
- Alternative contact methods;
- Relevant legal context in which the supervision takes place;
- Confidentiality is the responsibility of all parties to the contract.

2. Supervision from a social worker who is not a member of ANZASW (relates to clauses 10.3 and 11.1.b)

- Any member of ANZASW who is supervised by a social worker who is not a member of ANZASW must provide the Supervisor with a copy of the ANZASW practice standards and the Code of Ethics.
- The Practice Standards and Code of Ethics will be used to guide the supervision.

3. Supervision by Allied Professionals (relates to clause 10.4)

- The Competency Service challenges and encourages Social Workers to claim their professional identity and ensure they are supported in their professional capacity.
- The bottom line is that all social workers that are members of the association must receive supervision from a social worker(s).
- Any member who is supervised by someone from another discipline e.g. nursing, occupational therapy, psychology, counselling, must arrange contracted supervision with a social worker(s) who meets the criteria outlined in section 10.

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- Social work supervision should be a minimum of 1 hour per month over and above any other supervision arrangements which exist.
- Options for this supervision could include:
 - Peer supervision with a social worker from another agency which could be at no cost.
 - Peer supervision with a colleague.
 - Group supervision with colleagues or a cluster of social workers practicing in a similar field.

4. Standard contracts for large organisations (relates to clause 11.1.a.)

- CYF has a standard agency contract and supervision policy which has been sighted and approved by ANZASW. Thus a social worker, employed by CYF does not have to supply the contract but must make a statement that they are receiving supervision within the CYF policy. There is the potential for other organisations to gain such approval.
- Members under such agreements are also encouraged to negotiate personalised agency supervision contracts which meet their individual specific developmental needs.

5. Recent change in supervision arrangements (relates to clause 11.1.b.)

Where a current supervisor is unable to provide a reference due to the supervision arrangement having only recently commenced the candidate will supply:

- a current supervision contract **and**
- A reference from a previous supervisor who has supervised the candidate within the last six months **or**
- a completed interim attestation form from the current supervisor, attesting to any current or pending issues which could affect the candidates competence to practice and any other concerns.
- The supervisor also commits to providing a full reference within six months, once a relationship is established.

The competency assessment will then proceed and if the member is found competent in all other regards a certificate of competency will be issued for six months. This will be extended to the full competency period on presentation of a reference from the supervisor reflecting competent practice.

Common times when this situation may arise are:

- a non-practising member returning to practise;
- a change in supervisor close to the time of assessment.

This practice note does not remove the requirement for a member to maintain adequate supervision. It enables registered social workers returning to work to gain competency and thus an APC within a realistic time frame and to practise within the Social Work Registration Act (SWRA).