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**Because your mental health
matters too...**

WELFARE SUPERVISION

For contracted, bank and
occasional staff members.

Supervisors – please refer to the welfare
supervision guide and assessment key.
Staff member receiving supervision –
please refer to the welfare pack.

This form has been devised by Matt
Valentine-Chase for a social care service
(some information has been removed for
confidentiality). This is a sample and must
not be copied. If you want Matt to devise a
form for your business/service, please
contact him.

This supervision date:

Supervisor:

Supervisee:

PRIVATE AND CONFIDENTIAL

This is a sample. Please do not copy, repurpose, distribute, amend, extract or use this in your business without contacting Matt. To order a personalised document for your company or organisation, please contact: Matt Valentine-Chase at matt@therapyincheshire.com. Thank you.

SAMPLE

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Thank you for arranging a welfare supervision. You can either complete the overleaf assessment prior to your meeting with your supervisor, or with them at the time. Whichever you are more comfortable with.

Your 1-1 supervision is there to support you and give you the opportunity to express how you are feeling, to identify what help you might need at work. It is also to help you to identify what may be helpful outside of work. This welfare supervision is different from the regular supervision you have. This is to highlight areas where you might be needing extra help. As staff in a mental health service, we can be affected by our work and also what might be happening outside of work. This can cause us stress and anxiety. It's really important to talk about this. This is the main reason for this supervision – it's for you to be heard and supported.

The brief assessment overleaf is based upon counselling and therapy needs assessments, whereby it can help you to identify your current mood, stress factors and areas where you might need extra support.

It is also a useful tool to help us to see a little deeper into our current situation and perhaps give us insight into our mood that we might not have previously noticed. We're really good at getting on with the job. This can sometimes be at the expense of our own mental health. So this is why we have introduced this welfare supervision.

The supervision session will also point you in the right direction of self-care, external help (such as counselling or support groups) or, where appropriate, internal training that may be useful for your personal, as well as professional, circumstances.

This is not a 'box ticking' exercise. It's all about you and your needs. Do feel free to talk openly and explore any support needs you may have at this time. Your supervisor will do their best to not only support you in the moment but to also signpost you to relevant support services should this be needed.

If you have any questions, concerns or suggestions, please do let your supervisor know. Thanks again.

Simple Mood Assessment

Please take a look at the below simple mood insight tool. Answer by circling the level you feel at most of the time.

Happiness

None

Very Happy

0

1

2

3

4

5

Calmness

None

Very Calm

0

1

2

3

4

5

SAMPLE

None

Very Joyful

0

1

2

3

4

5

Clarity

None

Very Clear

0

1

2

3

4

5

Optimism

None

Very Optimistic

0

1

2

3

4

5

Total: /25 Note to supervisor and supervisee. Generally, the lower the score, the more external support is advised along with increased self-care techniques.

Basic Therapy Needs Assessment

Please answer quickly and with honesty. The quicker you respond to the question the more likely the information will be accurate.

Over the last six weeks, how often have you felt the following, on a sliding scale, 0 being not at all, 1 being least often and five being all the time.

Hopeless

Not at all

0

1

2

3

4

All of the time

5

Agitated or Anxious

Not at all

0

1

2

3

4

All of the time

5

Low in mood

Not at all

0

1

2

3

4

All of the time

5

Dreading going to work

Not at all

0

1

2

3

4

All of the time

5

Feeling isolated

Not at all

All of the time

0

1

2

3

4

5

Feeling unsupported - work

Not at all

All of the time

0

1

2

3

4

5

Feeling unsupported – social/family

Not at all

All of the time

0

1

2

3

4

5

Total: /35

Note to supervisor and supervisee. Generally, the higher the score, the more external support is advised. Please take a look at the sources of support sheet. This includes details of Health Assured's (or your company's EAP provider) *free* counselling and helpline service for staff. It's a 24/7 helpline number and you can speak to a counsellor quickly, as well as book in for 1-1 therapy sessions.

If the score is 15-21, we advise that you please see your GP as a minimum and to book regular welfare supervisions.

If the score is more than 22 your supervisor will discuss possible support and therapy and help you to identify a clear strategy. You may also want to look at your working hours, amount of shifts, amount of days off and see if there is anything management can do to lighten the load for you. Your supervisor may also have some extra advice for you. Please also see the sources of support section.

WELFARE SUPERVISION SUMMARY SHEET

(see notes overleaf before completing)

STAFF NAME:		ROLE:	
SUPERVISOR NAME:		ROLE:	
DATE:		TIME:	
METHOD OF CONTACT:		SUBJECT:	
DETAILS OF DISCUSSION			
Continue overleaf if necessary			
SAMPLE			
ACTION	BY WHO	BY WHEN	
SIGNED BY SUPERVISOR:			
SIGNED BY STAFF:			

Notes

First things first – staff often need work issues addressing as a priority, this can alleviate stress quickly. This also makes it easier and more effective to *then* look at welfare, wellbeing and self-care needs. You might want to bring this to the attention of your senior supervisor/manager/area manager/HR.

Please consider the following outcome options before completing the supervision summary sheet.

In all instances:

Please ensure that all supervisees are aware of the TherapyInCheshire™ Welfare Portal (or your company's own portal/TIC Mind Management portal¹) and the Staff Welfare file in the office (this can be devised for your own company, please enquire¹). The portal is a digital version of the file – with a lot more resources including instant multimedia resources. These include stress management digital resources, signposting, self-care tips and relaxation techniques.

The online portal is here: www.therapyincheshire.com.

The password to enter the site is: please apply.

Suggested actions following a welfare supervision:

Supervisee:

- The supervisee to call the EAP (the benefits of EAP to be explained)
- The supervisee to take time off sick, reduce days or take some annual leave
- The supervisee to call their GP to make an appointment
- The supervisee to see their own therapist, if they have one
- The supervisee to be made aware of local mental health support services and helplines²
- The supervisee to be made aware of specific services such as debt advice etc.
- The supervisee to be given a staff welfare care pack

Supervisor:

- To ascertain the supervisee's immediate support network – including asking where they are going after the supervision – do they have a friend they can see?
- Facilitate possible support they may need after the session, as above
- To explain possible options regarding possible management of stress at work – such as reduced hours, time off, lighter duties etc. Where the supervisor is not a manager – to liaise with management and report back to the supervisee.
- Management to report to HR if required, triggering staff welfare procedures. This to be explained to the supervisee
- Supervisor to provide supervisee with the WR staff welfare portal link and password
- Offer and encourage a further welfare supervision – book there and then if possible
- To encourage supervisee to report back on progress – such as when they have their first therapy appointment, what their GP said, how the lighter duties is going – as appropriate.

Also refer to **supervisor's' guidance notes**³ for further suggestions. This list is not exhaustive. If you are concerned about not knowing further signposting options or specific support services – tell your supervisee you will look into it and get back to them.

1 This document is a real example of a welfare supervision. It is currently being used in a social care service specific to mental health care. Therefore, some of the references may not be relevant to your business or industry. Please see the last page for details of how to purchase bespoke welfare and assessment forms for your company.

2 Many staff working in mental health are reluctant to access local mental health services – due to the real risk they could bump into a service user. For this reason, many prefer to use helplines and online support. They also can benefit from Health Assured – as a specialised Employee Assistance Programme provider. Please reiterate the usefulness of this in this context, where necessary. Thank you!

3 Supervisor's guidance notes are for supervisors only and are in the staff welfare file at (name of company). These are to be used to assess this supervision and identify possible outcomes (please note the supervisor's guidance notes, that include the assessment key, are not available or included in this example document).

END OF WELFARE SUPERVISION FORM.

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NOTES AND DISCLAIMER:

This is an example welfare supervision form that may be useful in your business, especially if health and social care related. It is offered in its current form as an example of what I can devise for your company. It can be tailored to suit your industry, regardless of the industry.

It is not to be used in replacement for qualified therapeutic, medical, social, financial or other professional support or intervention.

If you would like a bespoke welfare supervision form made for your company please contact: matt@therapyincheshire.com. Your welfare supervision will be branded with your own company branding and tailor made for your staff. This will also include the key for the assessment tools and optional support resources relevant to your industry.

Thank you and I do hope that you find this document useful.

Matt Valentine-Chase DipCouns CertCouns PractCertTLT™

SAMPLE

