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| **Community Volunteer Group Supervision Record** |

**Definition**: Group supervision meetings are regularly scheduled gatherings between the supervisor and volunteers that can address the accountability/administrative, educational/professional development, and supportive functions of supervision (but *should not* be used as a replacement of individual supervision.)

**Purpose of the Tool:** The Group Supervision Record should be used by a supervisor during a group supervision session. The tool assists the supervisor to facilitate a constructive dialogue with volunteers about the functions of supervision. It provides space for the supervisor to take notes and agreed upon action steps.

**Frequency/Duration:** Should be held once every 2 weeks/ once a month at the same time for a minimum of 1 hour, depending on the context and needs. It is recommended that occasionally the supervisor organizes an extended meeting (for an additional hour, up to half of the day) to focus on skill development or volunteer safety and well-being. \*

**Guidance:** Supervisors are responsible for regularly scheduling and organizing group supervision meetings with their teams. Volunteers are expected to undertake necessary preparation and participate fully in the meeting. The supervisor should facilitate collaborative discussions between team members and encourage volunteers to offer suggestions and facilitate the discussion.

Group supervision meetings should be held in a private location to ensure confidentiality. The team should agree that what is discussed in the meeting related to children is not shared externally. Volunteers should be encouraged to share about challenges, but should avoid presenting identifying information about children, according to the “need to know” principle.

\*Extended Group Supervision Meetings: An extended session can occur at least once a month based on the capacity or well-being needs of volunteers. Topics can include:

* **Training Manual sessions** on communication with children, caregivers and power dynamics
* **Topical session:** The supervisor should either choose the topic in advance (based on the technical support or well-being needs s/he identifies to be a priority) or ask the volunteers to identify topics for which support is desired.
* **Guest speaker:** The supervisor may invite technical experts to share information on a specific child protection issue or a skill to be developed within the team. Supervisors can also request a presentation to be made by a representative from a community service (legal, police, medical, registration, etc.).

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| **Supervisor Name** |
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| **Date** |
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| **Volunteers Present** |
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**Group Supervision Meeting Record**

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| **Agenda** | **Notes from discussion** |
| **Welcome, opening and check-in**   * Supervisor greets the team (can use an icebreaker or energizer). * Agenda is reviewed and agreed upon by the team. * Establish or briefly review meeting "agreements" especially related to sharing of information. |  |
| **Administrative**   * Supervisor shares reflections from the past period and provides updates on logistics, reporting, recruitment, etc. * Supervisor invites volunteers to ask questions or share if they are facing any administrative or operational challenges in their work. * Volunteers check-in (each team member shares the following):   + A success or positive experience from the week   + Challenges that s/he has been experiencing |  |
| **Development**   * Based on the capacity building plans of the volunteers, the supervisor can suggest potential topics for a team learning event such as teach-back, guest speaker, or special events. * Volunteers should be asked to share any learning opportunities they are aware of or if they have a topic they wish to teach-back to the team. |  |
| **Supportive**   * Track progress towards the goals; discuss if the goals are still relevant. * Supervisor or volunteer can propose team-building activities or address team wellness issues they have noted since the last meeting. |  |
| **Closing and action points**   * Summary of the meeting, highlighting the action points raised and the expected timeframe. * Schedule for the following week. |  |
| Actions to be taken by Supervisor: | Actions to be taken by Volunteers: |