



## HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

### Agreed Record Form

Agreed Records are intended to provide a log of the dates of supervision, to indicate to a nominated third party the main topics covered and to highlight any issues for referral or of concern, particularly in relation to safety and fitness to practice.

No supervisor should take action on the basis of information gained in supervision without recording it here as evidence that the supervisee knows the action is being taken. Beyond those matters recorded on the Agreed Record supervision is confidential to the supervisor and the supervisee concerned except that the supervisor is expected to take issues arising to their own supervisor for reflection. This is a safeguard for all concerned and does not require the disclosure of names or places.

Agreed Records shall be kept by the supervisor in a password protected participant file and shared with a third party following each supervisory meeting. If the overseeing minister is not the reflective supervisor, that person should be the third party nominated to receive the Agreed Record. If the overseeing minister is the reflective supervisor, an appropriate third party should be nominated to receive the Agreed Record. Anything on the Agreed Record can be appropriately raised by the minister in oversight with the supervisee outside of the supervision context.

Agreed Records should only contain the information necessary for oversight responsibilities to be exercised. Nothing should be written on the Agreed Record that could identify a third party.

At the end of the pilot period supervisors and overseeing ministers/third parties should hand their participant files to the supervisee or ensure they are destroyed.

Name of Supervisee	
Name of Supervisor	
Name of Third Party to whom Agreed Record will be sent	



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Date of Meeting (please note here if this is a postponed date and for what reason, or if the time was curtailed and why).	
Duration of Meeting	
Type of meeting (face to face/skype...)	
Number/number of intended meetings this year, e.g. 1/6	
<b>1. Main topics discussed including notes of any follow up actions from previous supervisions</b> <i>Please do not identify third persons here. A bullet point list of topics suffices for the purpose of monitoring the subjects covered in supervision over the course of the year.</i>	
<b>2. Any risks identified and any safeguarding actions to be taken</b> <i>Significant risks (e.g. burnout; communication breakdown; financial or legal risks) and the steps taken to ameliorate these should be noted. Questions about keeping children and vulnerable adults safe from harm should be asked as a matter of course. Any new actions needed should be noted with a clear deadline for notification of the supervisor that the action has been taken.</i>	



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<p>3. <b>Any matters for referral to a third party or requiring action beyond the supervisory process including any relating to training needs, support needed, or fitness to practice.</b> <i>Please indicate who will take the action/make the referral and by when.</i></p>		
Confirm date, time and place of the next meeting(s)		
Signed (supervisor)		Date
<p><b>Space for comment by the supervisee if needed</b> (use additional sheets if necessary)</p>		
Signed (supervisee)		Date