**Handling supervisory files – more info can be found in the Supervision Policy 2021-26**

**Formal Records**

**The Supervisory File**

In this document we refer to the ‘File’ to mean the place where a full set of completed Covenant Agreement Forms, Agreed Records and Reports to and from MDR (Ministerial Development Review) or other appraisal processes are kept.

There are two official copies of the File. One is kept by the supervisor and one by the nominated third party (who will usually be the minister in oversight if the minister in oversight is not the supervisor).

The supervisee may also keep a copy of the File.

Files should be kept in a locked filing system or in a password protected electronic format. Instructions on what to do with the File at the end of a supervisory relationship are given below.

**The Supervisory File contains:**

**1 Covenant Forms**

* This form is held in confidence between the Supervisor and Supervisee with a copy being sent to the nominated third party/minister in oversight.

**2 Agreed Records**

* Everything that happens in the supervision is confidential to the supervision relationship except that written on the Agreed Record which is shared with the nominated third party/minister in oversight.

**3 Formal Reports**

* E.g. to/from the Ministerial Development Review process or to a Probationers’ Committee.

**Informal Record-keeping**

* It is good practice for supervisors to keep their own informal notes of supervisions for the sake of tracking and monitoring the supervisory relationship. These are to be kept in a locked filing system or in a password protected electronic format. Supervisors should be aware that these notes are subject to rights contained in the General Data Protection Regulations (GDPR) for example the right to Subject Access Request (SAR).
* Informal notes should be destroyed at the end of the supervisory relationship. These records are not passed on as part of the Church’s processes.

**How Information may Leave the Supervisory Space**

* A supervisee may choose to share the content of their supervision with others.
* Supervisors are also in supervision and will disclose information to their supervisors that is necessary for effective supervision.
* Anything that will need to acted on by a minister in oversight or other party needs to be recorded on the Agreed Record. (Supervisors who are supervising colleagues will need to be very careful to act clearly as supervisors and not cross boundaries.)
* Annual reports to the MDR process or other appraisal processes should be compiled from the Agreed Record on the forms provided. The supervisee should have the chance to comment on any report made before it is sent.
* Reports may be required by a safeguarding investigation or competence or complaints procedure.
* Those supervising probationers will need to write evidential reports articulating the probationer minister’s willingness to engage fully in the supervision process. This feeds into the process that determines whether a minister is ready for ordination and to be received into Full Connexion.

**Roles and Responsibilities**

**The Supervisor**

* An agreed record of the supervision session should be completed at the end of each supervision and recorded on the Agreed Record Form. This form should be signed by both parties no later that 7 days after the session and it is the responsibility of the supervisor to ensure that this timeframe is agreed to. Agreed records are to be kept in a file, in locked filing system or in a password protected electronic format. The supervisee should have a copy and a copy should be sent immediately the signed copy is available, by the supervisor, to the person named on the Supervision Implementation Plan who is designated to receive the third party records.
* At the end of a supervisory arrangement the supervisor’s copy of the file should be either posted by recorded delivery (or sent as a password protect electronic file) to the new supervisor or to the keeper of the SIP if the new supervisor is not yet known.
* For ministers retiring from the active work or ceasing to be in Full Connexion the supervisor’s copy of the File should be sent to the Chair of the District to where the supervisee is residing. The File will be held until the supervisee’s death and then destroyed by the Chair. The file’s content may be drawn upon for purpose of giving reference should the supervisee wish to move back into active work. For those ceasing to be in Full Connexion a right to erasure may be applied for: advice should be sought from The Conference Office before agreeing to such a request.
* For ministers leaving the British Connexion and returning to their sending context, files should be sent to the connexional supervision team. They will arrange confidential storage until the minister returns to work in the UK or until they die whichever comes sooner.
* If a supervisee dies in service, the supervisor’s copy of the file should be destroyed by the supervisor.

**Nominated Third Party/Minister in Oversight Receiving Agreed Records**

* Having read and monitored the Agreed Record (checking that there are no risks to be acted upon), the File should be kept in a locked filing system or in a password protected electronic format.
* Should the third party/minister in oversight cease to be the third party/minister in oversight the file should be posted by recorded delivery (or sent as a password protected electronic file) to the to the keeper of the SIP who will ensure it is forwarded to the new nominated third party/minister in oversight.
* When a supervisee is moving districts the third party/MiO should check that the Supervisors’ copy is complete and then feel safe to destroy their copy once they are confident of that.

* When the supervisee is moving into a role that does not require supervision under the policy (e.g. retirement or into an appointment outside the control of the Church) the supervisors file will be forwarded to the District Chair where the minister is planning to reside and the 3rd party copy can be destroyed, as long as there is confidence that one copy has been forwarded as required.
* If a supervisee dies in service the nominated third party’s copy of the File should be destroyed by the nominated third party.

**Keeper of the Supervision Implementation Plan (SIP)**

* The keeper of the SIP shall ensure that each supervisee knows who their supervisor is and who will be their nominated third party.
* In the event of a change of supervisor or nominated third party the File will be sent to the keeper of the SIP who will be responsible for forwarding it to the appropriate person.

**The District Chair**

* If a supervisee is retiring into the district the District Chair will receive one copy of the supervision file (that held by the supervisor). The File is retained (in case the supervisee requests a return to the active work, a reference is needed, or there is a request regarding safeguarding or complaints and discipline) until the minister’s death whereupon it should be sent to the Conference Office where it will then be destroyed. Should a minister move home then the file should be sent to the chair of the district where they have chosen to reside.
* If a supervisee, who is residing in the district, is moving into a role that does not require supervision under the policy this should be recorded on the SIP. The District Chair will receive one copy of the supervision file (that held by the supervisor). They should that file until the supervisee returns to an appointment that requires supervision under the policy where upon the District Chair should send the files to the new supervisor.