

Documentation Matters: Tip #17

Social Work Supervisory Records:

It is important that social workers have access to regular, consistent, and structured supervision regardless of their practice area. As per the NLCSW Standards of Practice (2024), social work supervisors are expected to keep accurate and timely records of supervision. In keeping with these standards, supervisory records:

- are separate from client records. Social workers are expected to differentiate between organizational and client issues, ensuring that only those related to intervention with the client are recorded in the client file.
- are considered administrative files.
- are a way to document that supervision occurred.
- are helpful to ensure continuity between sessions.
- can allow for a mechanism of evaluation/ reflection on effectiveness of supervision session.
- allow for content from both Supervisee and Supervisor.
- include organizational policies and procedures.

Supervisory records would include name of supervisee, date of supervision session, format of session (in person, phone), client discussions (mindful of confidentiality), concerns or issues raised, suggestions, recommendations, future work, education/ learning recommendations.



For more information related to social work documentation and supervision, visit the NLCSW website www.nlcsw.ca.