



Charity number 1197599

## Staff Supervision Policy for Brereton Big Local CIO

### Rationale and Policy Considerations

The Staff Supervision Policy in relation to a Charity means a policy specifying the way employees, unpaid workers and contractors are supervised and supported in the service in relation to their work practices.

Staff development provides chances for greater knowledge, improved skill, and better understanding, not as an end but to develop and improve the level of service to children and their families. Good supervision can increase reflective practice and research has shown that good supervision is associated with job satisfaction, commitment, and staff retention.

Supervision and appraisals are core elements of the staff development process for all team members, paid or unpaid. Team meetings and mentoring also form part of a quality support and supervision, and team development structure for the staff team.

The purpose of supervision is to provide support to team members as well as to promote and provide accountability for work practice. Good supervision supports decision-making, development of the work and development of the staff member's knowledge, skills, and competencies.

Appraisals provide an opportunity to acknowledge an individual staff member's strength and a context for setting new professional development goals. Appraisals also contribute to identifying training and development needs of staff members.

### Definitions/Glossary

<b>Supervision</b>	A key managerial activity. It is communication between two or more staff members, one of whom is a line manager, to support and develop the knowledge, skills, and values of the staff member/s to help improve outcomes for the Charity.
<b>Appraisals</b>	A staff appraisal is a formal process by which the work and professional development of an individual staff member are reviewed. The process acknowledges the worker's strengths and contributes to future planning and goal setting. Appraisals are about a person's previous performance as well as future development. The appraisal considers the staff member's achievements, their expectations, and their training and development needs.

### Policy Statement

All staff members must have a regular, consistent, and uninterrupted supervision meeting with their supervisor/manager based on a negotiated agreement to:

- Support them in their work.
- Ensure that they are clear about their role and responsibilities.
- Ensure competent and accountable performance.
- Ensure that, in their respective roles, they meet Brereton Big Local CIOs standards and objectives.
- Ensure a positive atmosphere for practice.
- Support their professional development.



Charity number 1197599

- Help keep stress to a minimum.
- Increase awareness of new areas of professional knowledge.
- Ensure that they are given the resources to do their job.
- Provide an opportunity to voice their ideas and concerns.
- 

Staff members are encouraged to reflect on the quality of their practice, continually update their knowledge base and raise any safeguarding concerns.

All staff members are entitled to:

- Respect as a person and in their role.
- Clarity in relation to their role and responsibilities.
- Clarity about the boundaries of confidentiality – where it is necessary to inform others of something that arises during supervision, the supervisor and supervisee should discuss how this can be done.
- Clarity about expectations.
- Have their experience and contribution acknowledged.
- Be briefed about changes in the service.
- Participate in planning and problem solving and not just be told what to do.
- Access to continuing professional development/training relevant to their job.
- Clarification about the service's policies and procedures.
- Clear performance targets.
- Be allocated an appropriate and manageable workload.
- Clarity about the basis of decisions that impact on them either directly or indirectly.
- Regular and uninterrupted supervision.
- Formal appraisal.

The supervision programme will be reviewed at least annually to ensure that it is effective. Staff appraisals will be carried out for each staff member within the first six months of appointment and annually thereafter.

## **Supervision**

Before the first Supervision Meeting, an initial discussion takes place between supervisor and supervisee to discuss what supervision is and what it is not, and to outline the frequency, duration, and format of supervision meetings. Both participants' expectations are discussed, clarified, and agreed at the beginning of the supervision relationship.

A Supervision Meeting will be scheduled monthly, at least six months in advance, with each staff member (paid or unpaid). The meeting will generally be a minimum of one hour's duration.

There will be an agreed agenda for the meeting.

- Any new ideas/reflections on quality practice.
- Networking with other agencies and organisations.
- Training needs.
- Teamwork.
- Staff welfare and support.
- Health and safety issues.



Charity number 1197599

## **Records and record keeping**

The supervision session is recorded by the supervisor and the record kept in accordance with good practice, legislation, and regulation. Both supervisor and supervisee sign the record to ensure that it is an accurate and fair reflection of the discussion and decisions.

Decisions made at one session will be followed up at the next session to ensure they were acted upon.

## **Supervision of students**

Students are supported and supervised by appropriately experienced members of staff to assist them to carry out their duties.

## **Team meetings**

Regular and consistent team meetings are an integral part of team, individual and service development as well as being core to communication within the team. Team meetings can have several different functions including:

- Information sharing
- Decision making
- Developing the team/teamwork
- Review, reflection, evaluation, and planning
- Debriefing and support
- Skills development/sharing knowledge from training attended.

Meetings need to have a clear purpose and direction and a clear recorded outcome. There needs to be an agreed agenda, a timeframe, minutes, a Trustee and open discussion and reflection.

## **Appraisals**

All new staff members have an appraisal carried out before the end of their probationary period and thereafter annually.

All staff members' appraisals take the same approach using the service's standard Appraisal Form.

- What have been your achievements during the last year?
- How do these relate to the goals you had at the beginning of the year?
- How do they relate to the Charity's goals?
- What are your strengths in relation to your work here?
- What have you contributed to the team/service?
- What situations/issues have challenged you?
- What has contributed to effective work/practice?
- What has got in the way of effective work?
- What have you learned and what would you like to learn?
- What goals would you like to set for the coming year?
- What do you think the service/your colleagues can do to contribute to your achieving your goals?

Appraisals relate to the individual's job description and focus on areas of performance relevant to their role.



Charity number 1197599

Appraisals are recorded and records kept in each staff member's own personnel file in accordance with good practice and legislation and regulation.

Where there is disagreement between the parties, they must, in the first instance, try to resolve issues between them in a respectful manner with each listening to the other's point of view.

### **Who Must Observe This Policy**

This policy must be observed by all managers and all staff members.

