

Supervision Policy

Supervision is **not** to deal with complaints about the staff member. We use the Disciplinary Procedure for this.

Supervision is **not** to deal with complaints by the staff member. We use the Grievance Procedure for this.

What is supervision?

Supervision is a meeting between the line manager and a staff member.

Supervision happens every four weeks during the probationary period, and once every six weeks after the probationary period.

Extra supervision can be provided if you or your line manager ask for it.

We use supervision to:

- support staff.
- get feedback about working for the organisation.
- agree training.
- check if staff are doing their work.
- check the quality of the work.
- plan work.

Supervision is important. The line manager and staff member will agree supervision dates for the year.

The line manager and staff member will try not to change the dates.

Supervision meetings

Meetings will usually last between 1 and 2 hours.

Meetings will be in a quiet and confidential space.

Meetings will be in a place that you and your line manager decide

Supervision will be 1 to 1.

Supervision will start by looking over the form from the last supervision.

Each supervision will use our supervision form. The supervision form includes:

- the agenda
- space to write what is said
- space to write any actions
- space for the line manager and employee to sign

Confidentiality

What is said in supervision is confidential.

Supervision notes will be confidential.

A copy will be kept on the staff member's personnel file.

Monitoring

Each year, the manager will write a report to the Board saying:

- how many supervision meetings each staff member has had
- if supervision meetings have raised any concerns for the organisation.

Staff responsibilities are:

1. To prepare for the supervision meeting. For example, check the actions points from the last meeting and prepare an agenda.
2. To do what was agreed in the last supervision meeting.
3. To speak up in the supervision meeting.

4. To speak up if supervision is not working well for them.

Line Manager responsibilities

1. To tell new staff members about the supervision policy.
2. To arrange dates and places for supervision meetings.
3. To prepare for the supervision meeting.
4. To give staff time and support to speak up.
5. To make notes about the supervision meeting.
6. To put a copy of the supervision form in the staff member's personnel file.
7. To do something if supervision is not working well.

Board responsibilities

1. To advise managers on how to do supervision.
2. To arrange for supervision training for line managers.
3. To check supervision meetings are happening.
4. To advise what to do about training needs that come out of supervision.