



Policy Title	Supervision Policy
Policy Owner	Amber Stepney
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Version Control

Version #	Date of review	Reviewer	Summary of changes
4	05/03/2024	Julia Harrison	<ul style="list-style-type: none">• Moved to new headed paper.• Changed font to FS ME Pro.• Added EYFS updated quote.• Added section headers 1.0-9.0• Reviewed all sections and updated.• Added supervision agreement form• Updated supervision recording form

1.0 **Introduction**

“Providers must put appropriate arrangements in place for the supervision of staff. Effective supervision should support, coach, train the practitioner and promote the interest of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.”
(EYFS Statutory Framework. 3.2. DoFE December 2023)

Tarner is committed to providing an effective and well-managed service. It is therefore the responsibility of all its managers to ensure that staff and volunteers are regularly supervised.

At its core supervision is about improving the lives of the children and young people we work with, by making sure staff in the organisation are appropriately supported.

Supervision is a key element of staff development for all team members, paid or unpaid. Team meetings and mentoring also form part of our quality support and supervision, and the development of team structures within both the Childrens and Youth Project Teams.

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

2.0 **Purpose of Supervision**

- To provide mutual organisational accountability between the employer and the worker, to ensure they are both following policies and guidance within their practice.

- To ensure that policies, procedures and standards are understood and correctly applied and implemented.
- The provision of a safe environment in which to work.
- To ensure staff's suitability for working with children since their last DBS.
- To ensure that job descriptions are fit for purpose and that staff members understand and are able to carry out their duties effectively and efficiently.
- To facilitate professional discussion of performance and objectives (as agreed in appraisals) as an individual and within a team.
- To mediate any conflicts between the worker(s) and the organisation.
- To transfer relevant information between the worker, senior management, the team and any outside agencies.
- To deal sensitively and appropriately with any complaints.
- To check in on staff members physical health and emotional well-being and identify if there is need for additional support to help them to both enjoy their job and work consistently to a high standard.
- To provide a safe space to reflect on the impact of the work upon them and working to prevent issues adversely affecting them and their work.
- To give praise for achievements and good practice.
- To review training and development needs.
- To monitor progress in accordance with development plans.
- To provide a safe space to constructively challenge as appropriate.
- To clarify priorities within the organisation and specifically for their role.
- To focus on individual children and their development and progress.
- To ensure health and safety issues are being addressed.
- To discuss sickness/annual leave.

3.0 Supervisor

The supervisor will normally be the Project Manager/Deputy Manager who will be responsible for the quality of the staff's work.

A supervisor has the responsibility of daily supervision of staff and the work they do as well as conducting regular supervision meetings (individual & team) and annual appraisals.

4.0 Supervision Requirements

Supervision meetings will take place termly but will depend on the experience of the worker, length of time in the role, complexity of work and the employees individual support needs. As a guideline:

- Full time staff are required to have supervision every 4-6 weeks and should have at least 6 sessions per year, plus one annual appraisal.
- Part time staff are required to have supervision every three months and should have at least 3 sessions per year, plus one annual appraisal.
- New staff will have supervision every week for the first month.
- Volunteer staff will be treated the same as part time staff.

When supervision sessions have been cancelled, rearranged or are held less frequently, reasons for this should be recorded and placed on the individual's file. During the course of the year, at least one formal supervision meeting should be extended to allow for a mid-year review of the staff members' appraisal targets. While this is separate from supervision, it makes practical sense to add this to the end of one of these meetings.

All staff will have access to their supervisor on an unplanned basis for consultation and supervision on urgent matters, in order for decisions to be made and actions agreed.

Supervision will be held in a comfortable and familiar place to the supervisee but one that is free of distractions.

5.0 Support for the supervisor

Supervisors will be supported by their own line manager via the supervision process. Training will be offered to all staff who act in the role of a supervisor.

6.0 Recording supervision sessions

Agreed notes, including actions, should be kept of all sessions using the appropriate Supervision Record Sheet, signed off by both parties. Notes should be made by the supervisor. These are stored in the staff member's personnel file. **Please see Appendix 1.**

All records are private but not confidential and may be shared with the CEO, trustees and Ofsted if necessary. There may also be times when information shared during supervision may need to be shared with a third party, if this is the case the supervisee must be informed first. This could link to the disciplinary procedure. Further information is available from HR or from your line manager.

It's recommended that supervision, appraisals and reviews of employees be kept for at least 5 years. Following staff's departure from the organisation, you should keep employee records for 6 years. Many employee records contain sensitive information so it's essential they are disposed of correctly, this may include the cross shredding of paper records and the secure disposal of hard drives, which should be destroyed rather than formatted.

7.0 Safeguarding Children and Young People within Supervision

As outlined and defined within the safeguarding policy, it is likely that staff will have safeguarding concerns regarding the children and young people who are in contact with the Tarners' Children or Youth Projects.

Supervision is an opportunity to ensure:

- The safeguarding of children practices is consistent throughout the organisation.
- Workers fully understand their roles and responsibilities, and Tarners' safeguarding reporting process.
- A reflective space to analyse ongoing concerns, work and specific incidents, where risk and need is reviewed and decision-making and planning undertaken. To question:
 - Is the child/young person safer or at an increased risk as a result?



- To review whether there has been any change in staff members personal circumstances that could affect their suitability to work with children and young people.
- To review if there is anyone that is living in the staff members household that is barred from working with children or young people.
- An opportunity to raise new concerns.

8.0 Key Supervision Themes

Managers will include an analysis of the work being undertaken with children and young people, and questions being asked could include:

- What difference is the work making to each child / young person?
- What are the views, wishes and feelings of the children and young person concerned?
- Provision of resources/tools – do you have enough? Is additional training needed?
- Plans for next steps, actions and timescales.
- Relationships with the young person – what are the barriers to effective working?

Management supervision should include an analysis of workload management and address any issues relating to the extent of the time available to work directly with children and young people, and their families as well as meeting other demands. This will include:

- Discussion about workload
- Reviewing progress against previous actions/decisions
- Identifying priorities
- Overall management of the quality of the work
- Monitor TOIL and annual leave commitments.

9.0 Appendices

9.1 Supervision Agreement

9.2 Supervision Record Form

Tarner Supervision Agreement

This supervision agreement is between:

Staff Member: _____ Supervisor: _____

This form is to be discussed, amended where appropriate and signed at the first supervision.

Core Elements of Supervision

Supervision is a two-way process, whereby the supervisor ensures the staff member is accountable and is able to carry out their duties as effectively as possible, follow policy, procedure and good practice standards, and staff are enabled to obtain the necessary support and guidance to carry out their duties effectively.

- Practice and supervision will follow Tarner's Equality and Diversity policy.
- Supervision will provide a regular forum for regular and constructive feedback to each other.
- Both supervisor and the supervisee will take responsibility for ensuring that sessions are given priority.
- Both supervisor and the supervisee will take responsibility for the content of each session.

Confidentiality

- Discussions during supervision will be recorded on the Supervision Reporting Form and will be held in the staff members HR file. It will be the property of Tarner.
- Discussion of performance may remain confidential but could be disclosed as part of any formal procedure.
- Personal issues discussed will be treated as confidential unless such disclosures affect safe practice or acceptable performance.

Core content of sessions

- Staff members health and wellbeing
- Role review and development
- Team relationships
- Safeguarding
- Children and Young People's welfare
- Annual leave
- Performance, attendance and sickness
- AOB
- Time, date and place of next meeting

The Supervisor will:

- At all times have a concern for the staff member's welfare and will provide support, guidance and accountability.
- Ensure the supervisee is clear about their roles and responsibilities.
- Progress notes and other documentation relating to the staff member's work.
- Ensure that decisions and actions agreed in supervision are carried out within timescales.



- Provide informal and formal evaluative and constructive feedback.
- Maintain a responsibility to assist in the professional development of the staff member.
- Commit to being open and honest in discussion of the professional relationship, the work undertaken and of any factors, including the identification of any attitudes and beliefs that could impact on these.
- Be required to manage sickness, leave and other absences.
- Record each session which will be signed by both parties and a copy will be emailed to the staff member.

The Staff Member will:

- Commit to being open and honest in discussion of cases and other work undertaken, the professional relationship, and of any factors, including the identification of any attitudes and beliefs, that could impact on these.
- Notify the supervisor on the same working day of any new safeguarding and/or high-risk situation or issue.
- Ensure that decisions and actions agreed in supervision are carried out in a timely way.
- Take responsibility for their own continual learning and professional development.
- Inform the supervisor of any relevant information that will impact on their work (e.g., a disability, relationship with relevant other person).
- Comply with the supervisor's recommendations and directions.
- Request any leave or other absence.

Review and Evaluation

A review of the supervision agreement will take place annually. The quality of the supervision will be considered. This will also include a mid-year review of appraisal targets for staff.

Structure

This section requires completion for each individual agreement.

1. **Frequency of meetings.** Supervision will be held monthly/six weekly/one a term (please select).
2. **Duration of meetings.** Supervision will be up to one/two hours (please select).
3. **Venue.** Supervisions will always be held at Tarner, unless previously agreed.
4. **How to rearrange cancelled or postponed sessions** – always contact your line manager/supervisor as soon as possible, preferable with a verbal conversation, but followed up by an email.
5. **Interruptions.** Supervisions will be given priority and can only be interrupted by another manager following a serious concern/incident.
6. If your line manager is away from work for a prolonged period, line management arrangements will be reviewed by Tarner's Senior Management Team and will then be offered supervision by another allocated manager.
7. **Additional work discussions and actions outside supervision** – notes will be written up by line manager and emailed to staff member. These will be recorded in staff member's HR file.



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We have read, understood and agree with the Supervision Policy and this supervision agreement.

Staff Member's Name & Signature: _____

Supervisor's Name & Signature: _____

Date of Agreement: _____



Supervision Record Form

Name		Date of Supervision	
Line Manager		Service Area and Position	
Wellbeing Discussions to include: <ul style="list-style-type: none">• How are you?• Are there any concerns relating to your wellbeing?• Is there anything happening that is affecting your work/life balance and how can Tarner support you?• Anything impacting performance?			
Leave / Sickness Discussions to include: <ul style="list-style-type: none">• Is there any leave you want to book off?• Has there been any periods of sickness?			



Personal Information

Discussions to include:

- Is your ID badge up to date?
- Any changes to personal data? – New address? Phone number?
- Have there been any changes to your personal situation that we need to be aware of that could impact your suitability to work with children or young people?
- Any conflicts of interest? (i.e. any relationships, additional roles, or other commitments that may impeded your role) If so a **Conflict of Interest Declaration Form** to be completed.

Role and Workload

Discussions to include:

- How do you feel you are doing in your role? Are there any challenges you have faced since your last supervision?
- Anything that you are proud of at work, any accomplishments to shout about.
- Workload and work priorities, any support needed?
- Working relationships, internal and external – any concerns or positive connections?
- Safeguarding? – see section below
- For Managers – ask how staff teams are doing?



<p>Safeguarding and Children and Young People’s Welfare Discussions to include:</p> <ul style="list-style-type: none"> • How are the children/young people you are working with? Any concerns? Do we need to monitor? • Have any referrals to FDFP or Adult Social Care been made? – If so, what was the outcome? How do you feel about the concerns? • Are you up to date with your safeguarding training and understanding of the policies and procedures? • Do you need any other support around safeguarding? 		
<p>Learning and Development Discussions to include:</p> <ul style="list-style-type: none"> • Are you up to date with any mandatory training and refreshers? • Any areas of interest to develop your skills and knowledge? • Update on objectives and targets (refer to annual appraisal) 		
<p>Actions / Targets (to be completed agreed date or by next supervision)</p>	<p>By Whom</p>	<p>By When</p>
<p>1. 2. 3. 4.</p>		



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Signed: Staff Member		Date:	
Signed: Line Manager/Supervisor		Date:	
Next Supervision Date and Time		Venue:	