FULL OF LIFE

SUPPORT GROUP

FOR CHILDREN AND YOUNG ADULTS WITH DISABILITIES AND THEIR FAMILIES

Supervision policy

Purpose

Regular and effective supervision is an essential element in staff management and development The functions of supervision include casework discussion, line management, learning and development, caseload management and performance management Supervision is a tool for monitoring the quantity and quality of work being done. All supervision records will be stored in personnel files

Type & Frequency

All full time staff working directly with clients will receive **one to one** supervision every 3 months to enable and support quality practice. Any decisions regarding a client will be recorded on the case file

Casual & part time staff working directly with clients will receive **one to one** supervision every 4 months, depending on their working hours for that time period

Peer supervision where colleagues supervise each other for discussion on specific policies& issues. This will be led by senior staff and occasionally Trustees.

The following are examples of areas covered in supervision meetings (Areas Covered are dependent on Staff Grade)

- Critically reflective practice – an opportunity to reflect on a piece of work and discuss what happened, how the practice relates to knowledge, skills and values, what could have been done differently, and what has been learned for future practice. These reflections can be taken from direct work with clients, meetings or managing complaints and/or safeguarding cases.
- Discussion and feedback from observations

- Looking at the impact of the work on the supervisee
- Professional boundaries
- Quality of the decision making
- Acknowledgement of good practice
- Content and quality of daily activity recording
- Review of case numbers and types of cases
- Decision making and case planning
- Feedback on specific cases, actions, changes in needs/support required, Direct Payments management concerns
- All safeguarding cases must be discussed and the supervisor updated on progress
- Risk Management and the promotion of positive risk taking
- Managers should be challenging practitioners on risk decisions which have not supported positive risk taking.

Appraisal

Appraisal is an annual event which takes a longer term view of an employee and their performance and professional development. Supervision sessions can inform the appraisal discussion. The appraisal identifies objectives to be worked towards during the following year, and how these are going to be met. The Personal Development Plan (PDP) will come out of the appraisal process. The appraisal identifies objectives for the following year and the support required in meeting them.