



Staff Supervision Policy

1. Purpose of staff supervision

Friends of X112 recognises that supervision is a key tool for planning an organisation's work. The main purposes of supervision sessions are to:

- Monitor work and work performance
 - Evaluate work and performance
 - Help the worker improve his or her practice
- Identify training needs and evaluate recent training undertaken
 - Clarify priorities
 - Share information about work
 - Provide an opportunity to discuss how the worker and supervisor feel about the work
 - Recognise and deal with existing or potential problems
 - Discuss how outside factors are affecting work
 - Provide a framework for discussing and agreeing change

2. Supervision arrangements

Supervision sessions:

- Will be held in a comfortable and private setting
- Will be recorded accurately and confirmed by both parties
- Will be held every [4,6, 8 weeks] for full time staff (more frequently during the first few weeks for new workers)
- Will not be cancelled except in an emergency, and if cancelled or missed should be rescheduled immediately.

Employees will be supervised by their line manager, and the chief officer by a Trustee (usually the Chair).

This policy is to be read in conjunction with the following policies:

- Staff training
- Recruitment and selection

Review date: 31/7/2020