**Staff Supervision**

**Introduction**

At My Support and Care Services Ltd we feel that it is of utmost importance that staff are given the opportunity to have one to one time with their supervisor to discuss their performance in their job role and to receive support to achieve the responsibilities dictated by their job role. This is considered a time for reflection on performance & an opportunity to set targets & monitor progress. We consider this to be a two way relationship with encouragement for the staff member to actively prepare & engage in their supervision.

This one to one time is formally called ***‘supervision’***.

**Policy**

Employees will receive supervision at least 6 times in a one year period.

One of the supervisions may take place in your designated place of work where you will be supervised on your performance.

One of these supervisions will be an annual appraisal.

**Procedures**

Supervisions will be:

* Kept confidential
* Records of supervisions will be held in a secure place at head office
* A copy the supervision will be given to the individual staff member
* All employees will be required to sign their supervision records.

**Supervisors will follow these procedures:**

* Inform the employee of the date of their supervision (a minimum of 1 weeks’ notice)
* Undertake the supervision following the ‘supervision guidance’, keeping a record of what was discussed in the individual’s supervision records.
* List any actions from the supervision, state person responsible for any actions and set deadlines for the actions to be completed.
* Set date for next supervision
* Ask the employee to read through the notes taken and ask them to sign if they are in agreement.
* Sign the supervision records.
* The employee will be given a copy of the notes taken

If an employee disagrees with anything recorded in their supervision, they should discuss this with their supervisor before signing the notes taken.

If the supervisor decides not to amend it, employees have the right to add their comments to the notes, which must then be signed. If employees decide to take this further they can do so by using the company's grievance procedure.

Employees are encouraged to seek support from their supervisors if they feel necessary by requesting a supervision or support session. Supervisors will arrange a suitable and convenient time for both them, and the employee to meet; this will be no longer than 5 working days after the request.

Employees who do not receive supervision or support session after their request should contact the Service Manager of My Support and Care Services Ltd

Although supervision will be planned an arranged, if there are any issues or discussions that need to take place an ‘unplanned supervision’ can be called immediately, or will little notice in order to address/discuss the situation & it shall be recorded & signed by both parties.

**Guidance**

During supervision the following areas will be addressed:

• Actions from last supervision

• Performance

• Training & Development

• Issues wished to be discussed by supervisee